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A. L. A. RULES FOR
Filing Catalog Cards

A. L. A. RULES FOR Filing Catalog Cards

Prepared by a Special Committee

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025.3

Hiss

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PUBLISHER'S NOTE

The rules presented in this volume are offered as representing the best accepted practice. The presentation of the material, particularly the showing of relationships, has presented many problems. Users are urged to send comment, criticisms and suggestions to the publishers to the end that reprints or revised editions may better serve their purpose.

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vided that the guide-cards at the given point show with precision the order adopted.

The separation of the subject catalog from the author and title catalog, which in recent years has been adopted by a number of libraries, does not require changes in the general alphabetizing rules. The divided catalog simplifies to some extent the problem of the order of entries, but does not alter the arrangement within each type entry.

The code does not attempt to distinguish between, or to suggest, cataloging practices, except insofar as to call attention to an occasional detail that makes clearer the filing of an entry. The cataloger should keep constantly in mind the filer's problems and exercise care in cataloging details that may render filing and finding easier. In order to avoid confusion, since cataloging practices are not uniform, the examples in the following rules have been selected from entries that conform to the American Library Association or the Library of Congress cataloging rules.

For the convenience of small libraries, a selected list of recommended rules, together with a comprehensive example, will be found in Appendix V.

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A.L.A. Rules for Filing Catalog Cards

1. Basic rule

a) Arrange all entries according to the order of the English alphabet. See also Modified letters (Rule 2): Signs and symbols (Rule 3)

b) Arrange word by word, alphabetizing letter by letter to the end of each word.

New Amsterdam	<u>not</u>	New Amsterdam
New England		Newark
New wives for old		New England
Newark		Newman
Newman		New wives for old

2. Modified letters (umlaut, special letters)

a) Disregard the modification of all letters, including the umlaut. Arrange ä, á, â, ã, ē, ī, ö, ó, õ, ø, ü, ū, as a, e, i, o, u; ç, ć, č, ħ, ñ, š, ž, as c, l, n, s, z.

There are a number of other modifications which in transliteration from Oriental and other languages show dots or lines above or below the letters.¹ These will cause no difficulty in a general catalog if disregarded. Libraries requiring a different arrangement, as in a special language catalog, should adopt rules in accordance with the usage of the language.

In the case of headings with an umlaut in the first syllable, cross references should be made from, and to, the form spelled with an e.

Muel, Leon	Mullen, Allen
Muellenbach, Ernst	Müllen, Gustav
Mueller	Müllendorf
<u>see also</u> Muller (or Müller)	Muller (or Müller)
Mueller, Alfred Don	<u>see also</u> Mueller
Muenschner, Joseph	Müller, Adam
La muerte de Néron	Muller, Adam L
Mullen (or Müllen)	Münchener bienen-zeitung
<u>see also</u> Muellen	

¹ For the alphabets and diacritical marks used in foreign languages, see U.S. Govt. print. off., *Manual of foreign languages for the use of printers and translators*. 3d ed. (Washington: Govt. print. off., 1936.)

This is the recommended treatment of the umlaut. It is the practice followed in many German reference books and is simpler for the majority of the users of the catalog who are unaware of the philological significance of the umlaut. For libraries that prefer to recognize the German umlaut and to treat in like manner similarly marked vowels in other languages, the following alternative rule is given.

b) ALTERNATIVE RULE: File ä, ö, ü, in the Finnish, German, Hungarian, Scandinavian and modern Turkish languages as if written ae, oe, ue. This includes also the Hungarian ő and ű and the Danish-Norwegian ø.

File the Scandinavian å as aa.

Muel, Leon	Münchener bienen-zeitung
Muellen (or Müllen)	La muerte de Néron
<u>see also</u> Mullen	Mullen
Müllen, Gustav	<u>see also</u> Muellen (or Müllen)
Muellenbach, Ernst	Mullen, Allen
Müllendorf	Muller
Mueller (or Müller)	<u>see also</u> Mueller (or Müller)
<u>see also</u> Muller	Müller
Müller, Adam	(This name is filed as if spelled
Mueller, Alfred Don	<u>Mueller</u>)
	Muller, Adam L

c) Arrange other special letters as follows:²

- (1) The Latin i and j as distinct letters.
- (2) The gothic type v (for u) and vv (for w) as u and w.
- (3) The Dutch ŷ (a manuscript form for ij) as ij.³
- (4) Typographical characters and abbreviations used in Latin incunabula as if written in full.⁴

3. Signs and symbols

a) Signs without letters (used as author heading)

Arrange signs without preceding letters, when used instead of the author's name, before the letter A. Disregard the signs and subarrange by title; but if the signs are followed by titles of honor or forenames, subarrange by them. Signs alone precede signs followed by titles of honor, etc.

Signs at the beginning of a title, such as . . . or - -, are also to be disregarded, the title being arranged by the word following the signs.

² Transliteration rules for the non-Roman alphabets are printed in the revised A.L.A. Catalog Rules. Card rules for the transliteration of Hebrew and Yiddish (rule 43), Modern Greek (rule 11) and the Slavic languages (rule 10) may be obtained from the Library of Congress at small cost.

³ Vatican 455.

⁴ For a list of typographical characters and abbreviations most commonly used in 15th and 16th century books, see U.S. Govt. print. off., *Manual of foreign languages*, op. cit., p.129-30.

? ? ?,

Doit-on pleurer sa femme

MF

The language of the stars

Mémoires pour servir à l'histoire de la campagne de 1796

***, baron de

Bibliographie des ouvrages de poésie...françaises

A B C book

Aagaard, Carl Johan

Alden, John

-- and ships and sealing wax

Andover

b) Signs with letters (used as author heading)

When a letter or a syllable is followed by signs, disregard the signs and arrange by the letter or letters. Subarrange as above.

M***

Catalogue des livres choisis

M**

Notices des livres du cabinet

M****, Madame la comtesse de

M****, Mademoiselle

M____, Mr

M***, Monsieur

M., A.H.

M., M.W.

M***, Paul Hyppolite

M., V.A.

Ma, Yin Ch'u

Mable, Mary Louise

Mac__, pseud., @@@ MacManus, James

Mac, Reinhold

Macadam, Catharine

W*****e, H*n*y

W***in**on, G****

c) Ampersand

Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

England and Canada

England & Germany

England and her colonies

Revue des questions historiques

Revue & examen des expositions nationales

Zur geschichte der costume

Zur geschichte & charakteristik des deutschen genius

4. Initials

See also Abbreviations (Rule 5)

a) Arrange an initial before a word beginning with the same initial letter.

b) Arrange initials standing for names of organizations, broadcasting stations, airships, etc., whether punctuated or not, as initials and not as abbreviations, i.e., not as if spelled in full. For initials standing for geographical names, see Abbreviations (Rule 5:a).

c) When headings consist of initials only, arrange initials standing for authors' names, if *inverted* (e.g., A., F. P.), before initials that are not inverted.

- A., A., see Willis, Anthony Armstrong
 A., B.
 A., E.V., see Trezavant, Eva Whitthorn
 A., F.P., see Adams, Franklin Pierce
 A., T., see Aehe, Thomas
 A.A., see Willis, Anthony Armstrong
 A.A.A., see U.S. Agricultural adjustment
 administration
 A A C color photography
 ABC of the NRA
 A bae Rigolboche
 ADAC - motorwelt
 A.E., see Russell, George William
 A.E.F., see U.S. Army. A.E.F., 1917-1920
 and also titles beginning A.E.F.
 The A.E.F. in battle
 A.L.A. see American library association; Automobile
 legal association; and also titles beginning A.L.A.
 A.L.A. booklist
 A.L.A... directory of tourist homes
 A.L.A. in Siberia
 A la mode cookery
 A.S.M.E. newe
 A was an archer
 Aa, Cornelis van der
 Ambach, E. L.
 American expeditionary force, see U.S. Army.
 A.E.F., 1917-1920; also titles beginning A.E.F.
 American library association, see also titles begin-
 ning A.L.A.
 Automobile legal association, see also titles begin-
 ning A.L.A.

This arrangement follows the general usage in regard to filing personal names (Rule 19). The following alternative with its single alphabet is preferred by many libraries on the ground that users of the catalog do not distinguish between inverted and noninverted initials.

d) **ALTERNATIVE RULE:** Arrange initials standing for authors' names, whether inverted or not, alphabetically with initials standing for organizations or beginning a title, disregarding the inversion and punctuation.

A.A., see Willis, Anthony Armstrong
 A.A.A., see U.S. Agricultural adjustment
 administration
 AAA travel...
 A A C color photographs
 A., B.
 ABC of the NRA
 A bas Rigolboche
 ADAC - motorwelt
 A.E., see Russell, George William
 A.E.F., see U.S. Army. A.E.F., 1917-1920
 and also titles beginning A.E.F.
 The A.E.F. in battle
 A., E. V., see Trezavant, Eva Whitthorn
 A., F. P., see Adams, Franklin Pierce
 A.L.A., see American library association; Automobile
 legal association; and also titles beginning A.L.A.
 A.L.A. booklist
 A.L.A... directory of tourist homes
 A.L.A. in Siberia
 A la mode cookery
 A.S.M.E. news
 A., T., see Ashe, Thomas
 A was an archer
 Aa, Cornelis van der
 Aabel, Marie
 American expeditionary force, see U.S. Army. A.E.F.,
 1917-1920; also titles beginning A.E.F.
 American library association, see also titles begin-
 ning A.L.A.
 Automobile legal association, see also titles begin-
 ning A.L.A.

5. Abbreviations

See also Elisions (Rule 6); Initials (Rule 4)

a) Arrange abbreviations as if spelled in full; e.g., Dr., Mr., Mrs., Mlle., S., St., Ste., etc., as Doctor (or in German, Doktor), Mister, Mistress, Mademoiselle, San or Sanctus, Saint, Sainte, etc. Also Ha (Greek 'A) as Hagios. This includes initials and other abbreviations used for geographical names; e.g., N.Y. as New York, Gt. Brit. as Great Britain.

Colonel Carter
 Col. Ross of Piedmont
 Colonel Withersby's strike
 Dr. Grätten
 The doctor, his wife and the clock

Dr. Jekyll and Mr. Hyde
 Mrs. Ames
 Mistress and maid
 Mrs. Dane's defense
 Mistress of Husaby
 St. Petersburg
 Saint Pierre
 St. Vincent
 Ste. Anne des Monts
 Sainte Beuve
 United States and war
 U.S. army facts and insignia
 U.S. camera magazine
 United States daily

An explanatory reference should be made from the abbreviation to the full form whenever necessary.

Mrs.

Entries beginning with Mrs. are filed as if spelled Mistress

St.

Entries beginning with St. are filed as if spelled Saint

b) Disregard the abbreviations K., K.K., I., R., etc. (standing for Kaiserlich, Königlich, Imperiale, Reale, etc.) at the beginning of names of foreign learned academies, societies, etc., and arrange by the word following the abbreviation. The words for which these abbreviations stand are not familiarly known or spoken as part of the name.

In the names of English societies, Imperial and Royal are not to be disregarded.

Acadians

R. Accademia dei Lincei, Rome

Accidents

K. Akademie der wissenschaften, Berlin

Akenside, Mark

Hoepli, Ulrico

K.K. Hof- und staatsdruckerei, Austria, see Austria.

KK. Hof- und staatsdruckerie

Hoffer, Andreas

Royal empire society, London

6. Elisions

See also Names with an elided prefix (Rule 13)

Arrange elisions as they are printed and not as if spelled in full. Treat as one word the contraction of two words resulting from an elision.

Exception: Foreign articles and prepositions with a final vowel elided are to be treated as separate words and not as contractions.

Bibliothèque d'anthropologie
Bibliothèque d'histoire
Bibliothèque de la révolution
Cap'n Eri
Capo d'anno
De l'intelligence
De la vida internacional
Flower o' the lily
Flower of destiny
Who is who in literature
Who'd be king
Whom the gods destroy
Who's who
Whose home is the wilderness

Note: Some libraries make no exception of aided articles and prepositions, but this is contrary to the usage of the foreign language itself.

7. Initial article

For names beginning with an article, see Names with a prefix (Rule 13) and Oriental names (Rule 14)

a) In alphabetizing titles, disregard an initial article in the nominative case in all languages; but in foreign languages do not disregard initial articles in other than the nominative case, because such articles contain a prepositional element.⁵

b) In case the form of the indefinite article is the same as that of the numeral "one" (e.g., the French "un" or "une") care must be taken to distinguish the use, because the numeral is to be regarded in filing.

c) As initial articles, "de" (dialect for "the") and "ye" (Anglo-Saxon and early English form of "the") are to be disregarded; but "ye," the personal pronoun of the second person plural, is to be regarded.

Au temps des équipages
De la terre à la lune
De libris
Dem dichter in der fernen bild geblieben
The den
Den lieben süßen mädeln
Les déracinés
Des alten handwerks recht und gewohnheit
Du contrat social
Dublin
Eine von zu vielen [numeral]
Un homme à la mer
Eine kleine gefälligkeit
Das kleine heldenbuch
De night in de front from Chreesmas

⁵ For articles to be disregarded in filing, see U.S. Govt. print. off., op. cit.

Ye olde fire laddies
 Un de Baumugnes [numeral]
 Ye that judge [personal pronoun]

A table of initial articles to be disregarded in foreign languages will be found in Appendix II.

8. Punctuation marks. Possessive case, etc.

See also Inverted titles (Rule 37:f)

In alphabetizing titles, disregard punctuation marks and the apostrophe. For an exception to this rule, see Periodicals (Rule 37:c).

Boy Scouts	Life; a book for a young man
Boycott	Life — a bowl of rice
Boye' clubs	Life after death
Boy's King Arthur	Life — an obstacle race
Boys of '76	Life and art
A boy's town	Life, mind and spirit

9. Numerals

a) Arrange numerals in the titles of books as if spelled out in the language of the rest of the title. Spell numerals and dates as they are spoken, but omit the "and" in spoken numerals except at a decimal point between two digits and in mixed numbers.

Note: The omission of the "and" is recommended because spoken numerals are so taught in American public schools. Many libraries, however, prefer to retain the "and" because it usually appears on title pages where numerals are written out.

100 as one hundred (not as a hundred)
 101 as one hundred one (not as one hundred and one)
 1000 as one thousand
 1500 as fifteen hundred (not as one thousand five hundred)
 1812 as eighteen twelve, if a date; otherwise as eighteen hundred twelve (not as one thousand eight hundred twelve)
 2,341,406 as two million, three hundred forty-one thousand, four hundred six
 6½ as six and one half
 .624 as six hundred twenty-four thousandths
 600.024 as six hundred and twenty-four thousandths

This rule is not precise because numerals are not always spoken the same, but it is practical because to file each numeral as if spelled in full raises difficulties for users of the catalog who will look under the spoken word.

Acht tage auf ehrenwort
 Achtundvierziger
 1813; ein cyklus [achtzehnhundert dreizehn]
 1812; ein hietoriecher roman [achtzehnhundert zwölf]
 Dix, Lester
 1802 [dix huit cent deux]

1812 ouverture {dix huit cent douze}
 Les dix-sept ans de Marthe
 100 Jahre bauen und schauen {ein hundert}
 1500 facts and similes
 4½ years in the Italy mission {four and one half}
 1940 book of houses {nineteen forty}
 1914 diary {nineteen fourteen}
 1917 war tax guide {nineteen seventeen}
 One hundred and one famous poems
 One hundred best books
 100 bungalows
 150 radio hook-ups {one hundred fifty}
 101 metal-working projects {one hundred one}
 One thousand and one illustrations
 One thousand juvenile delinquents
 1001 one minute stories {one thousand one}
 1600 business books
 Sixteen years in Siberia
 \$1200 a year
 2400 business books
 Two thousand years ago

A table of numerals in foreign languages will be found in Appendix III.

b) Numerals at the beginning of such titles as "Annual report," "Course in," "Proceedings," "Report," etc., are to be arranged numerically and not alphabetically.

General account	<u>not</u>	First report
First report		Fourth report
Second report		General account
Fourth report		Second report

c) Numerals following headings that are otherwise identical usually indicate a numerical or chronological arrangement. (See Rule 38)

10. Words spelled in two ways

See also Hyphenated and compound words (Rule 11); Names spelled differently (Rule 15)

a) When title headings begin with a word that may be spelled in two ways (e.g., Labor and Labour) choose one spelling according to an accepted authority and file all titles under this form. Refer from the other spelling.

Labor and administration
 Labour and industry
 LABOR AND LABORING CLASSES
 Labor economics
 Labour in the commonwealth
 LABORATORIES
 Laboulaye
 Labour, see Labor

The following alternative arrangement is also an accepted practice but is not as easy to consult unless the user of the catalog knows the exact spelling.

b) **ALTERNATIVE RULE:** When title headings begin with a word that may be spelled in two ways, arrange according to the spelling of the title page. Refer from one spelling to the other.

Labor, see also the spelling Labour
LABOR AND LABORING CLASSES

Labor economics

LABORATORIES

Laboulaye

Labour, see also the spelling Labor

Labour and industry

Labour in the oommonwealth

11. Hyphened and compound words

See also Compound names (Rules 12-13)

a) Arrange hyphened words as separate words.⁶

b) Arrange as one word compound words that are printed as one;⁷ but if a compound word is printed sometimes as one word and sometimes as two words (or hyphened) choose one form according to accepted usage⁸ and refer from the other form.

This rule may also apply to titles beginning with such a compound (e.g., Hand book, Hand-book, Handbook). If, however, it is preferred to arrange titles as printed, references should be made from one form to the other. (cf. Rule 10:b)

The book and its story
BOOK-BINDING, see BOOKBINDING

BOOK COLLECTING

Book-hunter

Book of animals

BOOK-PLATES

BOOKBINDING

BOOKPLATES, see BOOK-PLATES

c) Arrange as one word, words with a hyphened prefix such as anti-, co-, electro-, ex-, inter-, mid-, non-, pan-, post-, pre-, pro-, re-, trans-, tri-, etc.

ANTI LANGUAGE

ANTICHRIST

ANTI-INJUNCTION LAW, see INJUNCTIONS

ANTI-RENT TROUBLES, NEW YORK, 1B39-1B46

ANTISEMITISM, see JEWISH QUESTION

⁶ Cutter 317.

⁷ Cutter 316.

⁸ A. M. Ball, *Compounding in the English language*. (N.Y.: H. W. Wilson, 1939.)

Anti-Scmitism yesterday and tomorrow
ANTISLAVERY
Anti-slavery tracts
Cooperative marketing
Co-operative movement
Inter arma
Interaction
Inter-America
Inter-collegiate association
Intercollegiate bureau
Pro patria
Proal, J.A.
Pro-British history text-books
Pro-musica quarterly
Pro-Palestine federation

12. Names compounded of two words

For the further arrangement of entries under compound personal names, *see* Rules 17:b, 18 and 20.

Arrange names consisting of two or more words, with or without a hyphen, as separate words.

This includes names beginning with New, Old, East, North, Saint, San, Santa, etc.

New Hampshire
The New republic
New thought
New York
Newark
North Africa
North Haven
North Wales
Northampton

St. Petersburg
Saint Vincent
Sainte Beuve
Saintine
San Francisco
San Jose scale
Sanborn
Santa Lucia
Santagnello

An *alternative* practice found in many reference books and in some libraries is to treat a name beginning with Saint, San, Santa, etc., as a name with a prefix (cf. Rule 13) and to file as one word. This practice is not recommended because Saint, San, etc., are words, not prefixes.

13. Names with a prefix

For Oriental names beginning with an article, *see* Rule 14:a.

a) Arrange a name with a prefix as one word.⁹ This includes names in which an article or a preposition is written as part of the name and is not transposed; such names as Ap Thomas, D'Arcy, Des Barres, Du Challu, Fitz Allen, Le Sage, L'Estrange, MacFingal, O'Neal, Van Allen, Zum Felde, Zur Brücke, ZuTavern, etc.

⁹ Cutter 311.

Defoe	Las Vegas, N.M.
De la Roche	L'Estrange, Alfred
Delaware	Le Strange, Guy
Del Mar	L'Estrange, Roger
DeMorgan	Los Angeles
El Dorado	Ocantus
Eldorado, Neb.	O'Casey
El Paso, Texas	Tenberg
Lasale	Ten Broeke
La Salle	Vancouver
Lassalle	Van Dyke

b) Names beginning with the prefix M' and Mc are filed as if spelled Mac, because they are so pronounced.¹⁰

An explanatory reference should be made from the abbreviated form to the full form, as

M' (or Mo)

Names beginning with M' or Mc are filed as if spelled
Mao

Mach	MacLaren, J.M.
McHale	M'Laren, J.T.
Machard	McLaren, L.L.
McHardy	MacLaren, R.S.

14. Oriental names

a) Mohammedan (Arabic, Persian, Turkish) and Hebrew names

- (1) Disregard the initial article al- or el- (or the assimilated forms ad-, ar-, as-, az-) prefixed to Arabic, etc., names (e.g., al-Ghazzali) and the article ha- or he- prefixed to Hebrew names. But when the article comes between the parts of a name (e.g., 'Abd al Latif) it is to be regarded.
- (2) When a Mohammedan or Hebrew name begins with a part expressing relationship (e.g., the Arabic Abd, Abu, Ibn; the Hebrew Ab, Abi, Ben; the Syriac Bar) the parts are to be alphabetized as separate words.

This is the practice adopted by the Library of Congress and by a number of American universities and is recommended by the Oriental institute of the University of Chicago. European practice favors arranging as one word.

(Note: In the following examples, the names are not given in complete cataloging fullness, but in sufficient length to illustrate the rule.)

'Abd al-Alli
'Abd al-Wāhid
'Abd Allāh, see also Abdallah
'Abd Allāh ibn Ahmad

¹⁰ Cutter 312.

'Abd Allāh Sfar
Abdala
Abdalian
Abdallah, see also 'Abd Allāh
Abū 'Abd Allāh Bahā
Abū 'Abd Allāh Muḥammad ibn Sa'd
Abū 'Abdallāh ibn Yakub
Abū 'Abdallāh Muḥammad ibn Muḥammad
Abū al-'Alā
Abū al-Fadl
Abū al-Fidā
Abū al-Walid
Abū 'Alī Japhat, see Japhetb ben Eli
Abū Bakr
Abū Sa'id
Abucacim
Abū'l-Fazl, see Abū al-Fadl
Abūlafīa, Abraham ben Samuel
Abulfeda, see Abū al-Fidā
Bar Alī
Bar-Am, Moshe
Bar-Habraaus, Gregorius, see Gregorius,
 'Abū al-Faraj
Barabas, Béla
Ban Adham
Ben Asshar
Benade
Benassi

b) Chinese names

Arrange Chinese names by the first part (family name) whether it is separated by a comma or not. But an old Chinese name that consists of only two hyphenated syllables (e.g., Lao-tzū, "the Old one") is to be filed as a two-word phrase.

Lao-tzū
Laos
Li Chang
Li, Chi
Li Chih-ch'ang
Li, Ching-chan
Li Hung-Chang
Li, Kung-lin, known as Li Lung-mian
Libby
Tai, Chi-t'ao
Tai, Tse Chian
Tai-ping raballion
T'ai-Shang
Taine

Some libraries prefer to file a two-syllable hyphenated name as one word because it is sometimes written as one word. References should be made from the name spelled as one word, e.g., Laotzū, see Lao-tzū.

15. Names spelled differently

Cf. Rule 13: b

Arrange separately names that differ in spelling however slightly. Refer from one spelling to the other.

Andersen, see also the spelling Anderson,
Anderssen, Andersson
Andersen, Anders
Andersen, Hans Christian
Anderson, see also the spellings etc.
Anderson; Arthur
Anderson, James
Anderssen, see also the spellings etc.
Anderssen, Adolf
Anderssen, Walter
Andersson, see also the spellings etc.
Andersson, Axel
Clark, see also the spelling Clarke
Clark, Allen Culling
Clark, Howard Walton
Clark university
Clarke, Adam

Note: In the case of forename entries where there is a slight difference of spelling in other than the first syllable, e.g., Catharine and Catherine, Elisabeth and Elizabeth, many libraries disregard the difference and file according to the more commonly used spelling, with reference from the other. See Catherine in the comprehensive example, Appendix V.

16.-18. FORENAME ENTRIES

The arrangement of common forename entries presents difficulties to the user of the catalog, who does not know the form of the distinguishing designation chosen by the cataloger nor by what part of the designation the forename is alphabetized. A wide diversity of practice in catalogs and reference books indicates that no simple or fully satisfactory method of solving this problem has been found. Two orders of arrangement are offered: by the first (Rule 17) forename entries are filed before surname entries of the same name; by the second (Rule 18) forename entries follow surname entries. *The former arrangement is the generally accepted practice in larger libraries; the latter arrangement may be used by a library of any size but is particularly recommended to smaller libraries because its alphabetical order is more intelligible to the average reader.*¹¹

¹¹ Theresa Hitchler, *Cataloguing for small libraries*. Rev. ed. American library association, 1915. o.p. p.262-69.

16. Forename entries (general rules)

a) Alphabet forenames that are the same by the designation or appellative following the name.

b) Disregard a numeral following a forename except when necessary to distinguish between forenames with the same designation.

c) In the names of sovereigns, disregard an epithet, such as "the Conqueror," "the Great," etc., when it comes between the forename and the designation. When the epithet is familiarly known, a reference should be made from the name alphabetized by the epithet, especially from the English form.¹²

Charles II, le Chauve, king of France

Charles IV, le Bel, king of France

Charles IX, king of France

Charles, the Bald, see Charles II, le Chauve,
king of France

d) Disregard a second forename that comes between a numeral and a designation; but if the second forename precedes the numeral treat as a compound forename and do not disregard.

Karl IV, king of Sweden

Karl X Gustaf, king of Sweden

Karl XII, king of Sweden

Karl August, crown prince of Sweden

17. Forename entries. Arrangement 1 (Before surname)

Arrange a forename entry before a surname entry beginning with the same name.

a) Arrange forenames that begin with the same name in two main groups as follows:—

- (1) Forenames followed by a designation of rank, office or other title, such as bishop, brother, emperor, king, prince, pope, saint, sister, etc. Arrange alphabetically by the word indicating rank, etc., disregarding articles and prepositions.
- (2) Forenames followed by an appellative (epithet, byname, descriptive word or phrase used for identification, e.g., Thomas, *Anglo-Norman poet*, Thomas, of Edessa, Thomas *Spalatensis*) and forenames compounded of two or more words, the second part of which may be a second forename (e.g., Mary Clare), a family name (e.g., Mary Stuart), a name derived from a place (e.g., Charles d'Or-

¹² The practice of the A.L.A. cataloging rules and of the Library of Congress in inserting epithets between the names of sovereigns and their titles, makes such a reference puzzling to the user of the catalog. The awkwardness can be avoided by placing the epithet in curves after the title; e.g., Charles, duke of Burgundy (*le Teméraire*), William I, king of England (*the Conqueror*).

John (compound forenames)

John de Burgh, see Burgo, Joannes de

John Gabriel, sister

John of Austria, see Juan de Austria

John of Gaunt, duke of Lancaster

John of Lancaster, duke of Bedford

John of the Cross, Saint, see Juan de la Cruz, Saint

John (surname)

John, Alois

John (titles, etc.)

John and Joan

John of Bordeaux (Old play)

Note 1: Linderfelt (397) calls for more classes, viz., (1) Saints, (2) Popes, (3) Emperors, (4) Kings, (5) Sovereign princes, (6) Other princes of sovereign houses, (7) Noblemen, (8) Others. Library practice varies as to the number of classes.

Note 2: Some libraries arrange compound forenames after the single forenames in the class to which each belongs.

18. Forename entries. Arrangement 2 (After surname)

Arrange a forename entry after the surname entries of the same name, interfiling with titles and other headings beginning with the same word. Include compound forename entries. Alphabet with regard to all words, articles and prepositions included.

Additional examples under Mary and Thomas will be found in Appendix I.

Charles (surname)

Charles, David

Charles, William

Charles-Roux, François*

Charles (forenames, titles, etc.)

Charles [a title]

Charles Alexander, duke of Lorraine

Charles, archduke of Austria, see Karl, etc.

Charles Auchester, a novel

Charles Borromeo, Saint, see Carlo Borromeo, Saint

Charles City, Iowa

Charles, count of Angoulême, duke of Orléans, see

Charles d'Orléans

Charles, count of Valois

Charles d'Orléans

Charles de Lorraine, duke of Lower Lorraine

Charles de Saint Paul, see Vialart, Charles, bp.

Charles Dickens in London

Charles, duke of Burgundy (le Teméraire)

Charles II, duke of Lorraine

Charles, duke of Orléans, count of Angoulême, see

Charles d'Orléans

Charles Emanuel I, duke of Savoy, see Carlo

Emanuele I, etc.

Charles V, emperor of Germany, see Karl V, etc.
Charles family
Charles II, king of France (le Chauve)
Charles II, king of Great Britain
Charles, king of the Franks, see Charlemagne
Charles, le Chauve, see Charles II, king of France
(le Chauve)
Charles, le Teméraire, see Charles, duke of Burgundy
(le Teméraire)
Charles Louis de Bourbon, duke of Parma
Charles Martel, mayor of the palace
The Charles men
Charles, père
Charles, the Bald, see Charles II, king of France
(le Chauve)
Charles, the Bold, see Charles, duke of Burgundy
(le Teméraire)
Charles, the Great, see Charlemagne
Charles the Second, a play

*If Rule 20:b is adopted, this compound surname will file with the forenames, titles, etc.

19. Surname entries

Arrange headings of the same surname as follows:—

a) A surname alone or followed only by an appellative or a designation (descriptive phrase, title of honor, etc.) precedes the same surname with initials or forenames.

b) A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter.

c) When both surnames and forenames are the same, arrange chronologically by date of birth, if known; otherwise by date of death or by period as given in the heading.

d) A name without date precedes the same name with dates. Arrange the names without date by the distinguishing designation following the name.

e) A pseudonym files after a real name alone, but before the same name followed by dates. It interfiles alphabetically with other designations.

f) Disregard titles of honor and distinction such as Capt., Dr., Hon., Lady, Mlle., Mme., Mrs., Sir, etc., before a name and Bp., D.D., F.R.S., LL.D., baron, comte, graf, etc., after a name, unless it is necessary to distinguish between names that would otherwise be identical.

Brown, ---
Brown, Capt.
Brown, Mrs.
Brown, pseud.
Brown, A. G.

Brown, Albert
 Brown, Mrs. Augusta
 Brown, B. L.
 Brown, John
 Brown, John, genealogist
 Brown, John, of Great Yarmouth
 Brown, John, philomath
 Brown, John, pseud.
 Brown, Sir John
 Brown, John, 1716-1766
 Brown, John, d. 1811
 Brown, John, 1810-1882
 Brown, John A
 Brown, Sir John Abercrombie
 Brown, John Allen
 Brown, Peter, fl. 1776
 Brown, Peter, 1764-1863
 Brown, R. A.
 Brown, R. Grant
 Brown, Ralph
 Browne, Charles Albert

20. Surname entries—Compound surnames

a) Arrange surnames compounded of two or more words after the simple surname, but before titles and other headings beginning with the same word.

Hall, William
 Hall-Quest, Alfred
 Hall-Wood, Mary
 Hall & Patterson
 HALL FAMILY
 HALL MARKS
 HALL OF FAME

The above rule is based on Cutter (313). If a straight alphabetical order is preferred, adopt the following alternative:—

b) ALTERNATIVE RULE: Arrange personal surnames compounded of two or more words after the simple surname, interfiled in alphabetical order with titles and other headings beginning with the same word.

Hall, William
 Hall & Patterson
 HALL FAMILY
 HALL MARKS
 HALL OF FAME
 Hall-Quest, Alfred
 Hall-Wood, Mary
 Hallam, Arthur

21. Names of clan, family, house, dynasty, etc.

a) Interfile a surname followed by "clan," "family," "House of,"

"Dukes of," etc., alphabetically with the titles and other entries following the simple surname. Disregard an inversion.

Compound surnames followed by "family," etc., follow their specific form of name.

Lloyd, William	Medici, Lorenzo de', il
Lloyd George, David	Magnifico
LLOYD GEORGE FAMILY	Medici, Michele
Lloyd-Williams, Richard	Medici-Tornaquinci, Alfonso
Lloyd brothers, Cincinnati	Cosimo de'
LLOYD FAMILY	Medici antiqui omnes
Lloyd guide to Australia	MEDICI, HOUSE OF
Lloyd library	

b) ALTERNATIVE RULE: If Rule 20: b has been adopted, the order of entries will vary slightly, as follows:—

Lloyd, William	Medici, Lorenzo de'
Lloyd brothers, Cincinnati	Medici, Michele
LLOYD FAMILY	Medici antiqui omnes
Lloyd George, David	MEDICI, HOUSE OF
LLOYD GEORGE FAMILY	Medici-Tornaquinci, Alfonso
Lloyd guide to Australia	Cosimo de'
Lloyd library	
Lloyd-Williams, Richard	

22. Firm names

a) Arrange the name of a firm in which forenames or initials follow the first name in its alphabetical place among the personal names.

Arrange a firm name without forename, a compound firm name, or a phrase firm name, alphabetically with the titles and other headings following the same name as surname.

Fraser, Alice
 Fraser, Arthur, 1893-
 Fraser, Arthur, and company
 Fraser, Charles
 Fraser, William
 Fraser-Knight, James
 Fraser & Charles
 FRASER FAMILY
 Fraser, firm, booksellers, London
 The Fraser murder case
 Fraser, Smith & co.

b) ALTERNATIVE RULE: If Rule 20: b has been adopted, the order of entries will vary slightly as follows:

Fraser, Alice
 Fraser, Arthur, 1893-
 Fraser, Arthur, and company
 Fraser, Charles
 Fraser, William

Fraser & Charles
FRASER FAMILY
Fraser, firm, booksellers, London
Fraser-Knight, James
The Fraser murder case
Fraser, Smith & co.

23. Nobleman's title and bishop's see

Arrange a nobleman's title under which entry is made, and the name of a bishop's see from which reference is made to the family name, among personal names and not with places.

Holland, Edward James
Holland, Henry Fox, 1st baron
Holland, Henry Scott
Holland (Province)
London, Alfred
London, Arthur, bp. of, *see* Winnington-Ingram, Arthur
Foley, bp. of London
London, Jack
London, Conn.

24. Order of entries

A dictionary catalog theoretically consists of author, subject and title entries interfiled to form a single alphabet; but in actual practice, when the same heading is used for the three kinds of entry, the strictly alphabetic order has been broken down into more or less complex classed arrangements. This tendency, in some cases, has been carried to an extreme which renders a card catalog unnecessarily difficult to consult. In recent years there has been a reaction in favor of a more nearly alphabetic arrangement. Two orders of arrangement are, therefore, outlined below and are fully explained and illustrated in the rules and examples for arrangement under Place (Rules 31-32), Subject (Rules 33-35) and Title (Rule 37). Both arrangements are in use in libraries of different types and different sizes and both are equally recommended.

The first arrangement, designated as the Classed order, is based on Cutter (300) and has long been in general use, although in its application the Cutter rule has been variously interpreted, amplified and modified.

The second arrangement is designated as the Alphabetic order, because it retains an alphabetic arrangement wherever practicable.

a) Classed order

- (1) When the same word, or combination of words, is used as the heading of different kinds of entry, adopt the fol-

lowing order: person, place, subject (other than person or place), title.

- (2) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.
- (3) Subdivisions under person, place or subject file after the person, place or subject without subdivision and before other headings beginning with the same word.

Love (person)

Love, John L.

LOVE, JOHN L.

Love, William

LOVE (subject)

LOVE

LOVE - POETRY, see LOVE POETRY

LOVE - QUOTATIONS, MAXIMS, ETC.

LOVE (IN THEOLOGY)

Love (titles, etc.)

Love

Love and beauty

Love-letters

LOVE POETRY

Love songs, old and new

Baltimore (person)

Baltimore, Frederick Calvert, 7th baron

Baltimore (place: author)

Baltimore

BALTIMORE - Board of health

BALTIMORE - BOARD OF HEALTH

Baltimore - Fire dept.

BALTIMORE (place: subject)

BALTIMORE

BALTIMORE - DESCRIPTION

BALTIMORE - HISTORY

BALTIMORE, OHIO [another place]

Baltimore (titles, etc.)

Baltimore American

BALTIMORE CO., MD.

Baltimore, past and present

b) Alphabetic order

- (1) When the same word, or combination of words, is used as the heading of different kinds of entry, arrange the entries alphabetically by the word following the entry word. Disregard kind of entry and form of heading, except as follows:—
- (2) Arrange personal surnames before the other entries beginning with the same word.

This almost universal practice is adopted for practical convenience because users of the catalog may not know the designation or fore-name of the person sought and are confused and annoyed at having to search through so many entries that are not personal names.

Note: Small libraries may prefer to interfile personal names also.¹³

- (3) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.
- (4) When title and subject readings are identical, file the title entries after the subject entries.

This segregation of title entries facilitates the search for a title when the author is not known, especially when the subject entries are numerous. In order that the title entries may not be overlooked, a guide-card should be used.

When, however, subject entries are few or the subject is a place, the title entries may be interfiled with the subject entries, arranging by the main heading of the book. This practice is recommended to small libraries. (cf. Rule 32:c)

Love, John L
 LOVE, JOHN L
 Love, William
 LOVE
 Love
 Love and beauty
 LOVE (IN THEOLOGY)
 Love-letters
 A love match
 LOVE POETRY
 LOVE - QUOTATIONS, MAXIMS, ETC.
 Love songs, old and new
 Baltimore, Frederick Calvert, 7th baron
 Baltimore American
 Baltimore and Ohio magazine
 BALTIMORE CO., MD.
 Baltimore, Md.¹⁴
 BALTIMORE, MD.
 Baltimore, Md. Board of health
 BALTIMORE, MD. BOARD OF HEALTH
 BALTIMORE, MD. -- DESCRIPTION
 Baltimore, Md. Fire dept.
 BALTIMORE, MD. -- HISTORY
 Baltimore, Ohio
 Baltimore, past and present
 Baltimore weekly magazine

¹³ S. G. Akers, *Simple library cataloging* (Chicago: American library association, 1927), p.70.

¹⁴ The name of the state has to be inserted to maintain the alphabetic order. (See Rule 32:d Note)

25.-26. ARRANGEMENT UNDER AUTHOR

Rule 25 covers the general alphabetic arrangement of entries under an author's name.

When, however, under a classic or voluminous author, the alphabetic order becomes difficult to consult because of the number of titles, editions, translations, etc., a grouping of entries should be introduced. Rule 26: *a* offers a simple grouped arrangement, adapted to the use of public libraries, which may be adopted, in part or in whole, as the need arises. Rules 26: *b* and 26: *c* outline alternative arrangements for university and large reference collections, where a more detailed grouped order, with subarrangement primarily by date, is usually required.

25. General arrangement under author

Under an author's name, personal or corporate, arrange the entries in two files: (a) works by the author, (b) works about the author.

a) Works by the author

- (1) Arrange in one file all the entries, both main and secondary, for a person as author, joint author, compiler, editor, illustrator, translator and general added entry. Subarrange alphabetically by the title of the book.

Note: An earlier practice, still followed in some libraries, is to arrange the secondary author entries in a separate alphabet after the main author entries. This practice is not recommended because users of the catalog overlook entries so filed.

- (2) In interfiling the secondary author entries with the main author entries, disregard the main author heading on the secondary entry cards and subarrange by title. To make this clear, underline the word in the title by which the entry is subarranged, or line out the main entry heading.

Optional exception: When a secondary entry is the editor or translator of another person's work, especially in the case of classic authors, subarrange by the main author heading instead of by the title. But do not do so if the editor or translator may be looked for as the author of the book either because of the wording or typography of the title page or because the editorial work is as important as the text. Since this is a matter of judgment, the filing should be clearly indicated by the cataloger.

- (3) At the beginning of a title the author's name, even in the possessive case, may be disregarded; but not if it forms an integral part of the title.

Cicero

(Cicero's) L'amitié

(Cicero's) Offices

(Cicero's) select orations

(Cicero's) selected orations

Shakespeare

(Shakespeare's) As you like it

(Shakespeare's) historical plays

Shakespeare adaptations

Shakespeare's genius

- (4) Analytics: Alphabet an author analytic by the title of the analytic, not by the title of the book. If there are two analytics of the same title subarrange by the main entry of the book.

If the title of an analytic and of a separate work are the same, file the separate work first, disregarding a subtitle or a second title, if any.

O'Neill

The emperor Jones, Different, The atraw

O'Neill

The emperor Jones (In Church. Curtain!)

O'Neill

The emperor Jones (In Locke. Plays of Negro life)

Note: It is clearer if the title as well as the author of the analytic is typed in the heading. Otherwise the analytic title should be underlined where it appears on the card.

- (5) Criticisms: File a criticism of a particular title, edition, or translation, immediately after the entry for that title, edition or translation.
- (6) Editions: Editions of the same title may be variously arranged depending partly on the character of the material and partly on the type of library to be served.

For scientific, technical and other factual material, arrangement by date is usually important. The latest edition may be filed first by arranging the dates in reverse order.

For belles-lettres, arrangement by publisher, editor, translator, or illustrator is to be preferred in public libraries. Editions, with or without editor, when better known by series (e.g., Loeb classics), should be arranged by series. Arrangement by date better meets the needs of university libraries, but may be used wherever preferred. (Cf. Rule 26:b)

Editions arranged by date only, should precede editions arranged by publisher, editor, etc.

Editions of the same title and same publisher or editor are subarranged by date.

Variations in subtitle may usually be disregarded.

McPherson

A course in general chemistry.	4th ed.	1936
_____	2d ed.	1921
_____		1915
_____		1913

Stevenson

A child's garden of verses,	N.Y.,	Appleton,	1923
_____	N.Y.,	Crowell,	c1918
_____	Cambridge, Eng.,	Heffer,	1922
_____ illus. by Burd	Akron, O.,	Saalfeld,	1929
_____	N.Y.,	Scribner,	1909
_____ with illus. by Smith.	N.Y.,	Scribner,	1930
_____ illus. by Noé	N.Y.,	Sears	
_____ ; introd. and notes by Weekes.	Philadelphia,	Winston,	1928

Note: The Stevenson example shows arrangement by publisher. Arrangement by illustrator is shown in the Lang example following; by editor in the examples under Rule 26.

- (7) Translations: Either of the following arrangements may be used. The second is suitable for large collections and for voluminous authors.

- (a) Arrange each translation alphabetically by its own title. A note under the English title may be used to refer to the title under other languages, if needed.

Maeterlinck
 Der blaue vogel
 Maeterlinck
 The blue bird
 The library has this book also in French
 (L'oiseau bleu) and in German (Der blaue vogel)
 Maeterlinck
 Death
 Maeterlinck
 Monna Vanna
 Maeterlinck
 La mort
 Maeterlinck
 L'oiseau bleu

- (b) ALTERNATIVE RULE: Arrange translations alphabetically by *language* immediately after the original title. The original title and the language of the translation should appear in the heading of the card. Refer from the title of the translation.

(For an alternative arrangement see Rule 26: c)

Maeterlinck
 The blue bird
 Translations are filed alphabetically by
 language after the original title:
 L'oiseau bleu

Maeterlinck
 La mort
 Maeterlinck (La mort. English)
 Death

Maeterlinck
 L'oiseau bleu
 Maeterlinck (L'oiseau bleu. English)
 The blue bird
 Maeterlinck (L'oiseau bleu. German)
 Der blaue vogel

(Note: Only one reference is shown in the above examples.)

b) Works about the author

- (1) Arrange in a second file the entries for works about the author, alphabetizing by the main entry of the book; or, if an analytic, by the author of the analytic.

Exception: The subject entry for a criticism of an individual title files immediately after the author entries for the title (cf. a 5 preceding).

- (2) Arrange subject subdivisions alphabetically by the subdivision. (See examples under Rule 26)

Lang, Andrew
 Adventures among books

Lang, Andrew, ed.
 Lang, Mrs Leonora Blanche
 Book of saints and heroes

Lang, Andrew
 Complete works

Lang, Andrew
 Homer and the epic

Lang, Andrew, tr.
 Homerus
 The Iliad

Lang, Andrew
 Late Jacobite tracts (In Bibliographica...)

Lang, Andrew
 The Maid of France
 The library has this title also in
 French (La Pucelle de France)

Lang, Andrew
 The making of religion

- LANG, ANDREW
THE MAKING OF RELIGION
Tyrrell, George
The faith of the millions, v.2
Lang, Andrew, tr.
Homerus
The Qdyssey
Lang, Andrew
La Pucelle de France
Lang, Andrew, ed.
The red fairy book... with numerous illus. by
A.J. Ford and Lancelot Speed. London, Long-
mans, 1890
_____, with illus. by M. DeV. Lee. Philadel-
phia, Macrae Smith, [1927]
_____; introd. and notes by M.D. Holmes, illus.,
by Frederick Richardson. Philadelphia, Wins-
ton, [1930]
_____, illus. by Gustaf Tenggren. Philadelphia,
McKay, 1924
Lang, Andrew, ii. auth.
Haggard, Sir H.R.
The world's desire
LANG, ANDREW
Gordon, G.S.
Andrew Lang
LANG, ANDREW
Rait, R.S.
Andrew Lang as historian

If the optional exception (a 2) is adopted, the order of entries
would vary as follows:—

- Lang, Andrew
Adventures among books
Lang, Andrew
Complete works
Lang, Andrew
Homer and the epic
Lang, Andrew, tr.
Homerus
The Iliad
Lang, Andrew, tr.
Homerus
The Odyssey
Lang, Andrew, ed.
Lang, Mrs Leonora Blanche
Book of saints and heroes
Lang, Andrew
The making of religion

Lang, Andrew, jt. auth.
Haggard, Sir R.H.
The world's desire

For an arrangement under Shakespeare, see the Comprehensive example, Appendix V.

26. Special arrangement under classic and voluminous authors

It is difficult for users of the catalog to locate a specific title, edition or translation under a classic author in even a medium-sized collection, therefore great care should be taken that guide-cards indicate clearly the grouping and arrangement of entries. Notes on the guide-cards should explain the order and method of alphabetizing within each group.

a) Arrangement 1

Arrange entries in the following main groups: (1) Complete, or nearly complete, works, (2) Selected works, Selections, etc., (3) Single works, (4) Works about the author.

(1) Complete works

Disregard wording of title and arrange by editor; or, if no editor, by series or publisher if well-known, otherwise by date. (cf. Rule 25:a 5-7)

(2) Selected works (partial collections, collected fragments and spurious works). Selections (anthologies, quotations, etc.). Arrange by title and subarrange according to Rule 25:a.

Note 1: When the title of a partial collection, consisting of two or more works, begins with the title of the first work (e.g., Cicero, *De senectute et De amicitia*), the entry is probably better filed with the entries for the first work under *Single works*, disregarding the other titles in the entry. Added entry may be made for the other title or titles.

Note 2: Selections (anthologies, extracts, quotations and other miscellanea) may, if preferred, form a separate group arranged before or after *Single works*.

(3) Single works (including fragments of a single work and single spurious or attributed works)

Arrange alphabetically by the best-known title in the original language.¹⁵ Indicate the titles by guide-cards and refer from other forms of the title and from well-known forms of the English title.

Under each title subarrange the entries like *Complete works*.

¹⁵ It is suggested that the Library of Congress Classification schedules for class P-PZ (Literature) be used to establish the original titles.

Note: For public libraries, arrangement under the best known English title may be preferred, with reference from the original title; e.g., under Cicero use the title Friendship and refer from Amicitia, De amicitia, Laelius.

(4) Works about the author

See Rule 25:b

Cicero. Complete works. Latin text

Arranged by editor, series or publisher, disregarding wording of title:

Opera; ed. stereotypa	1816-22?
Opera.	Baifer 1860-69
M. Tullii Ciceronis opera.	Ernesti 1810
M. Tullii Ciceronis opera omnia.	Ernesti 1819
Opera.	Gronovius 1692
Scripte quae manserunt omnia.	Klotz 1855-83
M. Tullii Ciceronis opera.	Lallemand 1768
Opera.	Olivet 1758

Cicero. Complete works. (Translations)

Arranged by language and under language by translator.

The works of Cicero	English	
Oeuvres...	French	Du Ryer
Oeuvres complètes...	French and Latin ¹⁶	Nisard
Oeuvres complètes...	French	Prévost

Cicero. Selected works. Selections, etc. (Latin text)

Arranged by title

Ars oratoria; selections
Cicero's correspondence
Cicero's idioms
De officiis; De amicitia; De senectute; Paradoxa...¹⁷
Eleven orations of Cicero
EPISTOLAE

Boet. Observationes criticae

Epistolae ad familiares

EPISTOLAE AD FAMILIARES. 1474

Scholderer. A supposed Foligno edition of 1474
(Cicero's) essays on old age and friendship; and

Cicero's Oration for Milo

Extracts from Cicero

Offices, essays and letters of Cicero

Orationes et epistolae selectae

Orationes; ed. by Moore

Orationes; ed. by Yonge

Select orations and letters

(Cicero): ten orations and selected letters

Thesaurus

Cicero. Selected works. Selections. (Translations)

Arranged by language and under language by translator.¹⁸

¹⁶ May be arranged with original texts, if preferred.

¹⁷ May file among Single works under first title, if preferred.

¹⁸ May file by title under language, if preferred.

- Cicero's essays on Old age and Friendship; also his Paradoxes English Edmonds
- Cicero's three books of offices; also his Cato major... [etc.] English Edmonds
- Letters to several of his friends English Melmoth
- Letters to his friends (Loeb classics) English Williams
- Lettres de Ciceron à ses amis French and Latin Prévost
- Cicero. Single works**
- Academica (Academicæ quaestiones)
- Amicitia, see Laelius
- Ars rhetorica, see Rhetorica
- Brutus (De claris oratoribus)
- Cato major de senectute. (Latin text)
- Laelius et Cato major
- Oe senectute; dialogue on old age Allen
- Caxton: Tulle Of olde age Caxton & Sussebach
- Cato major de senectute. Laelius Crowell
- Oe senectute et De amicitia Dillaway
- Cato major de senectute Huxley
- Cato major et Laelius Stickney
- Cato major de senectute. (Translations)
- Arranged by language and under language by translator.
- A defense of old age... English Houghton
- Cato major; or A discourse on old age... English Logan
- Cato, or An essay on old age... English Melmoth
- Consolatio**
- De amicitia, see Laelius
- De claris oratoribus, see Brutus
- De consolatione, see Consolatio
- Oe fato
- Oe finibus bonorum et malorum
- De inventionē rhetorica, see Rhetorica
- De officiis**
- De officiis. Atzert
- Oe officiis; tr... M'Cartney
- DE OFFICIIS**
- Adams. De officiis et paradoxa
- Neleon. Oe officiis in Christian thought
- De senectute, see Cato major
- Dream of Scipio, see Somnium Scipionis
- Friendship, see Laelius
- Laelius de amicitia**
- Laelius et Cato major 1854
- Oe senectute et De amicitia Crowell
- Laelius de amicitia Reid
- Cato major et Laelius Stickney
- Laelius; a dialogue on friendship Shuckburgh
- Officia, see Oe officiis**
- Old age, see Cato major**
- On friendship, see Laelius**
- On old age, see Cato major**
- Rhetorica**

Somnium Scipionis
Conway. From Orpheus to Cicero

CICERO. Works about
Boissier
Cicero and his friends
Conway
Makers of Europe
Caesar the destroyer. The originality of Cicero.
Peterson
Cicero, a biography

CICERO - BIBLIOGRAPHY
CICERO - LANGUAGE

Shakespeare. Complete works (Includes complete dramatic works)

Arranged by editor, etc., disregarding wording of title.
Shakespeare's comedies, histories and tragedies. 1623
(repr.1902)

Mr William Shakespeare's comedies, histories and
tragedies. 1632 (repr.1909)

Complete works. 1905?

Bell's edition of Shakespeare

The family Shakespeare, ed. by Bowdler

Complete works, ed. by Craig. (Oxford Shakespeare)¹⁹

Oxford Shakespeare; the complete works, ed. by Craig²⁰

Works... ed. by Gollancz. (Temple Shakespeare)¹⁹

Pictorial edition... ed. by Knight. 1839-43

Knights cabinet edition... 1851

Pictorial edition... ed. by Knight. 2d rev. ed. 1867

Shakespeare. Complete works. (Translations)

Arranged by language and under language by translator.

Shakespeare'n draamoja	Finnish	Cajender
------------------------	---------	----------

Oeuvres dramatiques	French	Duval
---------------------	--------	-------

Oeuvres complètes	French	Guizot
-------------------	--------	--------

Shakespeare's dramatische werke	German	Schlegel
---------------------------------	--------	----------

Shakespeare. Poetical works. (Collected and Selected)

For the Sonnets alone, and for single poems (e.g., Venus and Adonis) see the file of Single works. Collections and selections of the poems are arranged by title.

A book of Shakespeare's songs

Poems. (Ariel edition)

Poems; ed. by Brooke

Poetical works of Shakespeare and Jonson

Songs and sonnets; ed. by Palgrave

Songs and sonnets; illus. by Robinson

Songs from the plays

Under the greenwood tree; songs from the plays

¹⁹ May be arranged by series, if preferred.

²⁰ May be arranged by "Oxford," if preferred.

Shakespeare. Poetical works. (Translations)

Arranged by language and under language by translator.

Poems et sonnets

French Lafond

Shakespeare. Poetical works. (Criticism)

Lloyd, W.W. Critical essays on the lays of Shakespeare

Shakespeare. Selected works. Selections, etc.

Arranged by title.

For selections from the poetical works, see the file of Poetical works preceding.

Aphorisms from Shakespeare

The beauties of Shakespeare

The children's Shakespeare

Comedies; ed. by Craig

Doubtful plays

Five plays of Shakespeare

Longman's school Shakespeare

The masques of Psyche [scenes]

Shakespeare adaptations

Shakespeare apocrypha

A Shakespeare festival [a secondary entry with main entry under Simons]

Shakespearean comedies; ed. by Hale

Tragedies; ed. by Craig

The will

Shakespeare. Selected works. (Translations)

Arranged by language.

Shakespeare anthologie

German

Dramae [4 plays]; tr. by Moratin

Spanish

Shakespeare. Single worksArranged under each work by editor, series, etc., disregarding the wording of the title.²¹

As you like it

As you like it; ed. by Darton (Bankside edition)²²

As you like it. (Ben Greet Shakespeare)

Shakespeare's As you like it Cooper

The comedy of As you like it (Eclectic classics)

Shakespeare's comedy of As

you like it

Rolfe

As you like it (Translations)

A piacer vostro Italian

Catharine and Petruchio, see his Taming of the shrewEdward III, see Edward III (Drama)

Hamlet

Shakespeare's tragedy of Hamlet

Henry IV, see his King Henry IV

Julius Caesar

The plays of Shakespeare. The tragedy of Julius Caesar

²¹ Arrangement by title can be used, if preferred.²² Arranged by edition because better known, but arrangement by editor would also be correct.

- King Henry IV
 King Henry the Fourth
 King Henry IV, part 1
 The historie of Henrie the Fourth. Part 1
 King Henry IV, part 2
 The second part of King Henry the Fourth
 King Henry IV, part 2 (Translations)
 Enrico IV (parte seconda) tr. Angeli. Italian
 King Richard III
 Richard the Third, a tragedy
 Locrine [spurious and doubtful work], see Locrine
 Much ado about nothing
 The comedy of Much ado about nothing
 Raigne of King Edvvard the Third, see Edward III
 (Drama)
 Richard III, see his King Richard III
 Songs, see the file of Poetical works preceding.
 Sonnets
 Shak-speares Sonnets 1609 (repr. 1926)
 Sonnets, and A lover's complaint Alden
 The original order of
 Shakespeare's sonnets Bray
 Shakespeare's sonnets Brooke
 The sonnets Mosher, publ.
 Sonnets (Translations)
 Le secret de Shakespeare;
 les sonnets French. L'Hommedé
 Shakespeare sonnets German. George. 1909
 Sonnette German. George. 1931
 Sonetos Spanish. Astrana Marin
 Sonnets (Criticism)
 Godwin. A new study of the sonnets
 Hitchcock. Remarks on the Sonnets
 Taming of the ehrew
 A modern prompt book of...Taming of
 the shrew. Bacon and Kennedy
 The taming of the shrew. Coriolanus. Booklovers ed.
 Catharine and Petruohio Garrick
 The taming of the shrew, a comic
 opera by Goetz.
 [a secondary entry with main entry under Goetz]
 Shakespeare's comedy of the Taming
 of the shrew. Rolfe
 Taming of the shrew. (Translations)
 Kunst über alle Künste German. Kohler
 Der widerspenstigen zähmung German. Weber
 Two noble kinsmen, see Fletcher, John. The two noble
 kinsmen.
 Venus and Adonis
 Adaptation of Shakespeare's poem Venus and Adonis
 The winter's tale
 The comedy of the winter's tale; abr. by Hiestand
 Shakespeare's The winter's tale; ed. by Hudson

SHAKESPEARE. Works about
 SHAKESPEARE - ADAPTATIONS
 SHAKESPEARE - AUTHORSHIP
 SHAKESPEARE - BIBLIOGRAPHY
 SHAKESPEARE - COMEDIES
 SHAKESPEARE - CONCORDANCES, INDEXES, ETC.
 etc., etc.

For a simplified arrangement of Shakespeare according to Rule 25, see the Comprehensive example, Appendix V.

b) Arrangement 2 (For large reference collections)²³

Arrange entries in the following main groups:—1. Complete works, 2. Selected works: Partial collections (miscellaneous), 3. Selected works: Particular groups, 4. Single works, 5. Spurious and doubtful works, 6. Selections: anthologies, extracts, quotations, etc., 7. Subject entries.

(1) Complete works

Arrange in the following order:—

(a) Manuscripts and facsimiles of manuscripts

Arrange by date. A facsimile is arranged by date of the original.

(b) Texts in the original language

Arrange first by date and then by editor, disregarding variations in the wording of the title. Supply approximate date. Facsimiles and reprints are arranged first by date of the original and secondarily by date of the reprint.

(c) Translations

Arrange alphabetically by language and under language subarrange by date.

(d) Criticisms of a particular edition or translation

Arrange immediately following the text of that edition or translation.

(2) Selected works: partial collections

Arrange like Complete works

(3) Selected works: particular groups

Arrange alphabetically by the best-known group-title in the original language, and under each group-title arrange the entries like Complete works.

Note: If this separate arrangement of special groups is not desired, the groups may be included either with the other partial collections (2) or with the Single works (4).

²³ Since any general scheme has to be adapted to the individual author, no examples are given under Rules 26: b and 26: c.

(4) Single works

Arrange alphabetically by the best known title in the original language (cf. 26:a3). Under each title subarrange as follows:—

(a) Texts in the original language. Arrange like Complete works.

(b) Translations. Arrange as under Complete works.

(c) Criticisms, etc. Arrange alphabetically by author of the criticism. *Exception*: a criticism of a particular edition or translation files immediately after that edition or translation.

(5) Spurious and doubtful works

Arrange (a) Collections; (b) Single titles. Under each subarrange like Complete works.

(6) Selections: anthologies, etc.

Arrange like Complete works. If preferred, the subarrangement under original texts and translations may be by title.

(7) Subject entries

See Rule 25:b

c) Arrangement 3 (ALTERNATIVE rule for large collections)

The distinguishing characteristic of this alternative arrangement is that translations and criticisms form separate groups following the entire body of original texts.

Arrange the entries in the following main groups:—1. Original texts, 2. Translations, 3. Biography and general criticism, 4. Criticism of individual works, 5. Other subject entries

(1) Original texts

Arrange as follows:—

(a) Complete works

(b) Selected works

(c) Single works

(d) Spurious and doubtful works

(e) Selections

Subarrange each section as in 26:b 1-6, omitting translations and criticisms.

(2) Translations

Arrange by language and under language subarrange according to the sections a-e under Original texts.

Note: English translations may be placed first, if preferred.

- (3) Biography and general criticism
Arrange by main entry.
- (4) Criticism of single works
Arrange by the title of the Single work and subarrange
by the author of the criticism.
- (5) Other subject entries
See Rule 25: b

27. Corporate entries (Institutions, organizations, societies, etc.)

For corporate entries under country, state, city, etc., see Place arrangement (Rules 31-32) and example under U.S. Congress (Rule 38:c).

a) Under the corporate author headings for institutions, societies, etc. (e.g., churches, denominations, museums, universities, etc.) arrange titles and added entries according to the rules adopted for personal author entries (Rule 25).

b) Arrange subdivisions, both author and subject, in one alphabet.

Baptists. Alabama
Baptists. Alabama. State convention
BAPTISTS. BIOGRAPHY
Baptists. Board of education
BAPTISTS. HISTORY
Baptists. Massachusetts. Berkshire association
BAPTISTS. OREGON
Baptists. Oregon. General association
BAPTISTS. U.S.

Catholic church
CATHOLIC CHURCH
CATHOLIC CHURCH. BIBLIOGRAPHY
Catholic church. Catechisms
CATHOLIC CHURCH. CATECHISMS AND CREEDS
Catholic church. Councils
CATHOLIC CHURCH. DISCIPLINE
CATHOLIC CHURCH. HISTORY
Catholic church. Liturgy and ritual
CATHOLIC CHURCH. LITURGY AND RITUAL
Catholic church. Pope
Catholic church. Treaties

Harvard university
HARVARD UNIVERSITY
Harvard university. Arnold arboretum
HARVARD UNIVERSITY. BIOGRAPHY
Harvard university. Class of 1883
Harvard university. Class of 1901
Harvard university. Dental school
Harvard university. Dramatic club
HARVARD UNIVERSITY. EXAMINATIONS

Harvard university. Harvard alumni association
Harvard university. Library
HARVARD UNIVERSITY. LIBRARY

When a large number of entries exist under a corporate heading, a special scheme of arrangement may become advisable. Author and subject entries may be separated; and/or geographical subdivisions may be formed into a separate group. The Library of Congress indicates by the use of bold-faced type that, under a university, entries for alumni, student and similar organizations (e.g., Harvard university. Class of 1901, Harvard university. Dramatic club) may be filed separately. Such variations from a single alphabet should be made by large libraries as the need for them arises.

28.-30. ANONYMOUS CLASSICS: BIBLE AND OTHER SACRED BOOKS

Variation of cataloging practice in the formation of Bible and other anonymous classic headings makes it difficult to formulate a generally acceptable filing arrangement. The Library of Congress is revising its Bible headings to give language division precedence over form division in main-entry headings, e.g., Bible. *English. Selections* instead of Bible. *Selections. English*; and by using the latter as an added entry, makes possible a double arrangement. See Conspectus of L.C. Bible arrangement, Appendix IV. Since few libraries require this elaborate system of double entries and double arrangements, the following schemes are recommended:—

Rule 28 is an arrangement, based on the Library of Congress revised headings, that is *suitable for large collections*.

Rule 29 is a simplified, more nearly alphabetic arrangement, *suitable for smaller and medium sized collections*.

For a strictly alphabetical arrangement for small collections, see Appendix V.

28. Bible. For large collections, based on Library of Congress revised headings.

Arrange Bible entries in groups in the following order:—

a) Bible. Manuscripts

Arrange by language and under each language by parts. Refer from the parts, viz., Bible. O.T. Manuscripts, see Bible. Manuscripts. Language. O.T.

b) Bible as a whole

(1) Texts: arrange alphabetically by language. A polyglot Bible may file before the single languages or in its alphabetical place.

Under each language, subarrange in two main groups:—

- (a) By date, and then by version or editor.

ALTERNATIVE: Libraries that prefer to keep versions together may do so by arranging first by version or editor and then by date; entries with date only preceding those arranged by version, viz.,

Bible.	English.	1811
	English.	Authorized. 1611
	English.	Authorized. 1763
	English.	Douai. 1852
	English.	Fenton. 1938
	English.	Geneva. 1590
	English.	Moffatt. 1926
	English.	Moffatt. 1935

- (b) By form division, alphabetically, as

Bible.	Language.	Lessons, Liturgical
Bible.	Language.	Paraphrases
Bible.	Language.	Selections

Under the form divisions, the further subarrangement may be either by date (Library of Congress) or by title; the latter of these is to be preferred by public libraries because the titles are usually distinctive.

- (2) Bible as subject

Arrange alphabetically by subject subdivision, and under each subdivision by main entry.

- c) Bible. Old Testament.

(1) Texts: arrange as in b 1 above.

(2) Subject: arrange as in b 2 above.

(3) Parts; under each part arrange by language and by subject as above. The parts of the Old and New Testaments may be arranged either in alphabetical or in canonical order. The alphabetical is recommended since the canonical is no longer familiarly known. If the canonical is used, the parts should be listed on a guide-card at the front of each drawer, or a numbered alphabetical index should be filed at the beginning of the section, *see* Index table, Appendix IV. Groups of books, such as the Pentateuch, should file in their alphabetical places; or, if the canonical order is adopted, before the first book of the group.

- d) Bible. New Testament

Arrange like the Old Testament

- e) Bible (titles, etc.)

Bible. Manuscripts

- Bible. Manuscripts, Church Slavic. N.T. Gospels
- Bible. Manuscripts, Gothic. Codex argenteus
- Bible. Manuscripts, Greek. Codex vaticanus
- BIBLE. MANUSCRIPTS, GREEK. CODEX VATICANUS
- Bible. Manuscripts, Greek. O.T. Genesis
- Bible. Manuscripts, Greek. N.T. Codex vaticanus
- Bible. Manuscripts, Latin. O.T. Psalms
- BIBLE. MANUSCRIPTS
- Bible. Manuscripts. Facsimiles

Bible. Texts, arranged by language

- Bible. Polyglot. 1901
- Bible. Armenian
- Bible. English. 1881. Revised
- Bible. English. 1911. Authorized
- Bible. English. 1922. Moffatt
- Bible. English. 1931. Authorized
- Bible. English. Paraphrases. 1902
 - The Christ of the ages in words of Holy writ.
- Bible. English. Paraphrases. 1934
 - The Bible in song.
- Bible. English. Selections. 1887
 - Commands and promises for daily meditations.
- Bible. English. Selections. 1911
 - The busy man's Bible.
- Bible. English. Selections. 1915
 - Gems from the Bible.
- Bible. English. Selections. 1918-21
 - The shorter Bible.
- Bible. English. Selections. 1929
 - Familiar Bible quotations.
- Bible. French. 1856. Martin
- Bible. French. 1858. Martin
- Bible. French. Selections
- Bible. German. 1580. Luther
- Bible. German. 1865. Allioli
- Bible. German. Paraphrases
- Bible. Portuguese

BIBLE. SUBJECT

- BIBLE - BIBLIOGRAPHY
- BIBLE - COMMENTARIES
- BIBLE - HISTORY
- BIBLE - HISTORY OF BIBLICAL EVENTS
- BIBLE - INTRODUCTIONS

Bible. Old Testament. Texts

- Bible. O.T. Manuscripts
 - See Bible. Manuscripts
- Bible. O.T. English. 1917
- Bible. O.T. English. 1920
- Bible. O.T. English. Selections. 1904
 - Narratives of the beginnings of Hebrew history.

- Bible. O.T. English. Selections. 1906
 Bible stories (Old Testament)
 Bible. O.T. German. 1914
 Bible. O.T. Hebrew. 1667
- BIBLE. O.T. SUBJECT**
 BIBLE. O.T. - ANTIQUITIES
 BIBLE. O.T. - BIOGRAPHY
 BIBLE. O.T. - COMMENTARIES
- Bible. O.T. Parts**
 Bible. O.T. Amos. English. 1911
 Bible. O.T. Amos. English. 1929
 Bible. O.T. Amos. French. 1913
 BIBLE. O.T. AMOS
 Bible. O.T. Apocrypha. English. 1888
 BIBLE. O.T. APOCRYPHA
 Bible. O.T. Apocrypha. Baruch
 Bible. O.T. Apocrypha. Esdras
 Bible. O.T. Apocrypha. Maccabees
 Bible. O.T. APOCRYPHA. MACCABEES
 Bible. O.T. Apocrypha. 1 Maccabees
 Bible. O.T. Apocrypha. 2 Maccabees
 Bible. O.T. Apocryphal books
 Bible. O.T. Chronicles. English
 Bible. O.T. Chronicles. Latin
 BIBLE. O.T. CHRONICLES.
 Bible. O.T. 1 Chronicles
 Bible. O.T. 2 Chronicles
 Bible. O.T. Daniel
 Bible. O.T. Deuteronomy
 Bible. O.T. Genesis
 Bible. O.T. Heptateuch
 Bible. O.T. Maccabees
 see Bible. O.T. Apocrypha. Maccabees
 Bible. O.T. Pentateuch
 Bible. O.T. Samuel
- Bible. New Testament
 Arrange like O.T.
- Bible. Titles, etc.
 Bible and science
 Bible in Spain
 Bible plays

29. Bible. Alphabetic order for smaller collections

This is a simplified scheme for libraries that prefer an alphabetic order under the Bible and its parts. The English language may be omitted, if preferred, in order to bring the English texts first. Language divisions have been dropped under subordinate parts of the Old and New Testaments, because the libraries using this scheme will probably not have enough texts under any one part to make language division necessary.

a) Bible as a whole

Arrange all divisions (language, form and subject) in one alphabet.

Under each language, subarrange texts by date and then, if needed, by version or editor. (Cf. Alternative under Rule 28:b 1 a)

When the same heading is used for a text and for a subject entry, the text precedes the subject.

b) Bible. Old Testament

Arrange all divisions, including the parts, in one alphabet; subarranging texts as above.

c) Bible. New Testament

Arrange like Old Testament.

d) Bible. Titles, etc.

Bible

Bible. 1881. Revised

Bible. 1911. Authorized

Bible. 1922. Moffatt

Bible. 1931. Authorized²⁴

BIBLE

BIBLE - ANTIQUITIES

Bible. Armenian

BIBLE - BIBLIOGRAPHY

BIBLE - COMMENTARIES

Bible. Dutch

Bible. French

BIBLE. MANUSCRIPTS

Bible. Manuscripts. Facsimiles

Bible. Manuscripts, Greek. Codex vaticanus

Bible. Manuscripts, Greek. O.T. Genesis

Bible. Manuscripts, Greek. N.T.

Bible. Manuscripts, Latin. O.T. Psalms

Bible. Manx

Bible. Paraphrases

The Bible in song

The Christ of the ages in words of Holy writ

Neue Bibel...nachgedichtet von Kaegi

Récits sacrés

Bible. Polyglot

BIBLE - PROPHECIES

Bible. Selections

Die Bibel in auswahl für haus

The busy man's Bible

Familiar Bible quotations

Perlen der Bibel

The sborter Bible

²⁴ If "English" is inserted in the heading, these first four entries will file after Bible. Dutch.

2. The local institutions (churches, libraries, museums, schools, universities, etc.) that are entered under the name of the place. Both author and subject entries.
3. A place as subject, with the subject subdivisions.
4. Other places of the same name (e.g., London; London, Ohio; London, Ont.) each of which may have entries as listed in 1-3 above.
5. Societies and other organizations whose names begin with the place name (e.g., London mathematical society); both author and subject entries. These are not necessarily located in the place.
6. Geographical, ecclesiastical, and other headings beginning with the same name, such as counties, townships, rivers, lakes, gulfs, mountains, etc.; e.g., New York (City), New York (Colony), New York (County), New York (State), London (Diocese), Los Angeles river, Washington County.
7. Inverted headings, such as Concord, Battle of, Berlin, Treaty of, Washington, Fort. Some of the inverted headings are also geographical headings, e.g., Washington, Mt., Mexico, Gulf of.
8. Names of ships, etc., e.g., Pennsylvania (Battleship), Los Angeles (Airship).
9. Titles and phrase subject headings beginning with the same name.

The problem is to combine these various types into one or more groups so that users of the catalog may locate a specific entry with a minimum of searching, and yet to have due regard to the needs of research workers. There has been no uniform library practice in the arrangement of place entries. *Two orders of arrangement* have therefore been selected for recommendation. *Rule 31 gives a grouped order*, either a three-group or a two-group arrangement; and *Rule 32 gives a single group or straight alphabetic arrangement*.

31. Place arrangement (Grouped order)

a) Three-group order

Arrange entries beginning with the same geographical term in three main groups, as follows:—1. Place as corporate author with subject entries about the corporate author, 2. Place as subject, 3. Societies, organizations, titles, and all other entries beginning with the same geographical name.

Note: The chief advantage of the three-group order is that it concentrates the official and nonofficial author entries in one alphabet and so facilitates the checking of bibliographical lists and references.

To libraries in which the segregation of the corporate author entries

is not of paramount importance, the two-group order (see alternative Rule 31:b) is recommended. The latter arrangement has the advantage of keeping in the same group the subject entries for a place as corporate author and the general subject entries for the place and thus eliminates many cross references.

(1) Place as corporate author (cf. Preliminary note 1-2)

Interfile in one alphabet the entries, both author and subject for the official divisions and for the nonofficial local institutions.

Note: The Library of Congress on its printed cards distinguishes by the use of italics in the subhead, entries for official divisions from entries for nonofficial local institutions, e.g., Washington, D.C. *Board of health* (official) and Washington, D.C. *Board of trade* (nonofficial) and files them in separate groups. A few of the larger libraries may prefer to follow the Library of Congress practice; but in general this is not recommended because users of the catalog do not distinguish between official and nonofficial headings. For those libraries that prefer to file nonofficial public institutions in the third group with societies and other organizations, an example will be found under New York (Appendix I).

- (a) Arrange headings consisting of the place name followed by such terms as *defendant*, *plaintiff*, etc., before any of the official divisions.
- (b) Arrange headings of the official bureaus, departments, etc., and of local institutions by the *first* word of the subhead, e.g.,

U.S. - Bureau of education

U.S. - Dept. of agriculture

with reference from the distinctive subject word in the subhead, e.g.,

U.S. - Education, Bureau of sea

U.S. - Bureau of education

- (c) ALTERNATIVE: Disregard the words Board of, Bureau of, Dept. of, etc., and alphabet by the *topical* word or phrase in the subhead. Underline the topical word and make a blanket reference from the disregarded phrase.

Note: The advantages of this alternative are: that a person may remember the topical word but may not know whether the object of his search is a bureau, a board or a department; that in case of reorganization and change of name, the distinctive part of the name is likely to be retained; that there is a subject value in arrangement by topical word.

The objection to this arrangement is that there is no standard practice in regard to the adoption of the topical word. Some libraries disregard the topical order when the official name begins with an adjective, such as Advisory, Central, Federal, National, etc., and alphabetize by these; other libraries do not. If the topical word order is followed in all cases, cross references should be made from the official name beginning with an adjective.

- U.S. Advisory council on social security, *see*
U.S. Advisory council on social security
- U.S. Bureau of agricultural economics
- U.S. Dept. of agriculture
- U.S. Federal committee on apprenticeship
- U.S. Bureau of...
- Government bureaus are arranged by the topical word or phrase underlined in the name, e.g.,
U.S. - Bureau of education
- U.S. Bureau of the census
- U.S. Census office
- U.S. Dept. of commerce
- U.S. Council of national defense, *see* U.S.
Council of national defense
- U.S. Bureau of education
- U.S. Office of education
- U.S. Federal committee on apprenticeship, *see*
U.S. Federal committee on apprenticeship
- U.S. Bureau of foreign and domestic commerce
- U.S. Commission on industrial relations
- U.S. National bureau of standards, *see* U.S.
National bureau of standards
- U.S. Council of national defense
- U.S. Advisory council on social security
- U.S. National bureau of standards

- (d) When there are author and subject entries for the same heading, file the subject after the author.
- (2) Place as subject (cf. Preliminary note 3)
Arrange the subject subdivisions alphabetically. (cf. *Arrangement under Subject*, Rules 33-35 and *Chronological arrangement*, Rule 38)
- (3) Societies, organizations, titles and all other entries beginning with the same geographical name (cf. Preliminary note 5-9)
Arrange alphabetically by the word, or words, following the place name, disregarding punctuation.
- (4) When there are two or more places of the same name, the places are arranged alphabetically by the designation following the name, e.g.

London and Middlesex historical society, London, Ont.
 London magazine
 London Shakespeare league
 London. University

For material by or about this institution,
see Author file preceding.

Washington, D.C. (Corporate author and subject entries
 about corporate author)

Washington, D.C. Academy of sciences
See Washington academy of sciences
 in the file of Titles, etc. following.

Washington, D.C. All souls church
 Washington, D.C. Board of health
 Washington, D.C. Board of trade
 Washington, D.C. Conference on the limitation
 of armamente, 1921-1922

Washington, D.C. Council
 Washington, D.C. Council of social agencies
 Washington, D.C. National gallery
 Washington, D.C. Public library
 WASHINGTON, D.C. PUBLIC LIBRARY
 Washington, D.C. Water dept.
 WASHINGTON, D.C. WHITE HOUSE

WASHINGTON, D.C. (Subject entries about place)

WASHINGTON, D.C. - DESCRIPTION
 WASHINGTON, D.C. - HISTORY
 WASHINGTON, D.C. - WATER SUPPLY

Washington (State) (Corporate author and subject
 entries about corporate author)

Washington (State) Agricultural experiment station,
 Pullman

Washington (State) Bureau of labor
 Washington (State) Canal commission
 Washington (State) Geological survey
 WASHINGTON (STATE) GEOLOGICAL SURVEY
 Washington (State) State college, Pullman
 Washington (State) State forestry board
 Washington (State) State historical society, Tacoma

See Washington state historical society, Tacoma,
 Wash. in the file of Titles, etc. following.

Washington (State) State library, Olympia
 Washington (State) University

WASHINGTON (STATE) (Subject entries about place)

WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
 WASHINGTON (STATE) - HISTORY
 WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS

Washington (Ter.)

Washington (Ter.) Auditor's Office
 Washington (Ter.) Laws, statutes, etc.
 WASHINGTON (TER.) - HISTORY

Washington (Titles, etc.)

Washington; a poem

Washington academy of sciences
WASHINGTON (BATTLESHIP)
Washington Co., Ala.
Washington county historical society, Abingdon, Va.
WASHINGTON, FORT
WASHINGTON, MT.
Washington state bar association
Washington state hietorical society, Tacoma, Wash.
Washington university, St. Louis

See also the examples shown under New York and United States in Appendix I.

b) Two-group order

Follow the general directions under Rule 31a, but interfile in one group the author and subject entries.

London (place)

London
LONDON
London. Aëronautical exhibition, 1868
LONDON - ANTIQUITIES
London. Charing Cross hospital
London. County council
LONDON. COUNTY COUNCIL
LONDON - DESCRIPTION
London. Guildhall library
LONDON - HISTORY
London. National gallery
LONDON. NATIONAL GALLERY
London. Naval conference, 1930
London. Ordinances
London. St Paul's cathedral
London. School board
LONDON - SOCIAL LIFE AND CUSTOMS
London. University
London (Diocese)
London, Ohio
London, Ont.
LONDON, ONT. - ANTIQUITIES
London, Ont. Council
London, Ont. University of western Ontario

London (Titles, etc.)

London; a guide...
London and Londoners
London and Middlesex archaeological society

Washington, D.C.

Washington, D.C. Academy of sciences
see Washington academy of sciences in the
file of Titles, etc. following
Washington, D.C. All souls church
Washington, D.C. Board of health
Washington, D.C. Board of trade

Washington, D.C. Conference on limitation
 of armaments, 1921-1922
 Washington, D.C. Council
 Washington, D.C. Council of social agencies
 WASHINGTON, D.C. - HISTORY
 Washington, D.C. National gallery
 Washington, D.C. Public library
 WASHINGTON, D.C. - PUBLIC LIBRARY
 WASHINGTON, D.C. - STREETS
 Washington, D.C. Water Dept.
 WASHINGTON, D.C. WATER SUPPLY
 WASHINGTON, D.C. WHITE HOUSE
 Washington (State)
 Washington (State) Agricultural experiment station,
 Pullman
 Washington (State) Bureau of labor
 Washington (State) Canal commission
 WASHINGTON (STATE) DESCRIPTION AND TRAVEL
 Washington (State) Geological survey
 WASHINGTON (STATE) HISTORY
 Washington (State) State college, Pullman
 Washington (State) State forestry board
 Washington (State) State historical society, Tacoma
 see Washington state historical society, Tacoma,
 Wash. in file of Titles, etc., following
 Washington (State) State library, Olympia
 Washington (State) University
 Washington (Ter.)
 Washington (Ter.) Auditor's office
 WASHINGTON (TER.) - HISTORY
 Washington (Ter.) Laws, statutes, etc.
 Washington (Titles, etc.)
 Washington; a poem
 Washington academy of sciences
 WASHINGTON (BATTLESHIP)
 Washington Co., Ala.
 Washington county historical society, Abingdon, Va.
 WASHINGTON, FORT
 WASHINGTON, MT.
 Washington state bar association
 Washington state historical society, Tacoma, Wash.
 Washington university, St. Louis

32. Place arrangement (Alphabetic order)

a) File entries beginning with the same geographical name in one alphabet, arranging by the word following the name, disregarding both punctuation and typography.

b) Subject entries are filed immediately after the author entries of the same heading.

c) In the rare instances when a title heading is identical with a subject heading, arrange alphabetically by the main entry.

d) Two or more places of the same name are alphabetized by the distinguishing designation following the name.

Note: Library of Congress omits country or state designation after the names of chief cities; but in order to keep the author and subject entries for a chief city from being scattered throughout the alphabet under the place name, it is necessary to insert the country or state designation.

Concord [a poem]
Concord and Lexington
Concord antiquarian society, Concord, Mass.
CONCORD, BATTLE OF
Concord days
Concord library corporation, Concordville, Pa.
Concord, Me.
CONCORD, ME.
Concord, Mass.
CONCORD, MASS.
Concord, Mass. Convention, July 14, 1774
CONCORD, MASS. - DIRECTORIES
CONCORD, MASS. - HISTORY
Concord, Mass. Trinity church
Concord, N.H.
CONCORD, N.H.
Concord, N.H. City history commission
Concord, N.H. Ordinances
Concord, N.H. Public library
Concord railroad corporation
CONCORD RIVER
CONCORD SCHOOL OF PHILOSOPHY
Concord, Tenn. Farragut school

Washington academy of science
Washington and Lee university
Washington council of social agencies
Washington county, Ohio
Washington, D.C.
WASHINGTON, D.C.
Washington, D.C. Chamber of commerce
Washington, D.C. Conference on the limitation of
armaments, 1921-1922
WASHINGTON, D.C. - DESCRIPTION
Washington, D.C. National gallery of art
WASHINGTON, D.C. - SOCIAL LIFE AND CUSTOMS
WASHINGTON, D.C. WHITE HOUSE
The Washington enterprise
Washington humane society, Washington, D.C.
Washington merry-go-round
Washington, Mt.
Washington (State)
WASHINGTON (STATE)
Washington (State) Bureau of labor

Washington (State) Canal commission
 Washington (State) Constitution
 Washington (State) Dept. of agriculture
 WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
 Washington (State) Geological survey
 Washington state historical society, Tacoma, Wash.
 Washington (State) Laws, statutes, etc.
 WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
 Washington (State) State college, Pullman
 Washington (State) State library, Olympia
 Washington (State) University
 Washington surveying and rating bureau, Seattle
 Washington (Ter.) Auditor's office
 Washington (Ter.) Governor
 Washington university, St. Louis
 Washington wool growers' association

See also the examples shown under New York and United States in Appendix I.

33-35. SUBJECT ARRANGEMENT

Preliminary note: Analysis of the Library of Congress list of subject headings²⁵ shows that the following types of heading may have to be considered in subject arrangement:—

1. The subject without subdivision.
2. Subject with form or subject divisions, e.g., ART—EXHIBITIONS, ART—PERIODICALS.
3. Subject with period divisions, e.g., ENGLISH LITERATURE—17TH CENTURY, FRANCE—HISTORY—REVOLUTION.
4. Subject with geographical divisions, e.g., ART—ITALY.
5. Inverted subject heading: (a) subject followed by an adjective form, e.g., ART, ANCIENT; ART, ITALIAN; ART, MUNICIPAL; and (b) subject followed by an inverted phrase, e.g., BIRDS, PROTECTION OF.
6. Subject followed by a term in parentheses. Such subjects may be of more than one kind, i.e.:
 - a. The parenthetical term limits the subject to a particular field or aspect, e.g., ANALYSIS (CHEMISTRY), ANALYSIS (MATHEMATICS), BANKRUPTCY (INTERNATIONAL LAW). The majority of parenthetical term subjects are of this kind and frequently are See references.
 - b. The parenthetical term indicates a distinctly different subject, one belonging to another field of knowledge, e.g., AUTHORS (GAME), BIOGRAPHY (AS A LITERARY FORM), CALCULUS (PATHOLOGY), WASHINGTON (SHIP).

²⁵ Library of Congress, *Subject headings*, 3rd ed. Washington: Govt. print. off., 1928).

c. The parenthetical term may be used merely to indicate a separate grouping, e.g., ENGLISH LITERATURE (COLLECTIONS).

Note: The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical subject. For instance, ENGLISH LITERATURE—COLLECTIONS as a form heading belonging to group 2 above, is generally to be preferred to ENGLISH LITERATURE (COLLECTIONS)

7. Phrase headings beginning with the subject word, e.g., ART AND STATE.
8. Few, if any, subjects present all of the above types; but particular subjects may have also a special subdivision, e.g., ENGLISH LITERATURE—CATHOLIC AUTHORS, ENGLISH LITERATURE—IRISH AUTHORS.

Rule 33 gives the general alphabetic arrangement of entries under a subject heading.

It is possible to arrange the subdivisions of a subject in a varying number of groups, depending upon the size of the catalog and the requirements of the library. Two arrangements have been selected for recommendation: *Rule 34 illustrates order of groups as shown in Library of Congress list. Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order.*

33. Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book; or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

ENGLISH POETRY - COLLECTIONS

A book of English love songs

Cody, Sherwin, *ed.*

A selection from the great English poets

An English garner

Noyes, Alfred, *ed.*

A poet's anthology of poems

ROMANTICISM

Babbitt, Irving

Romantic melancholy, (In Foerster, Norman, *ed.*
American critical essays, xixth and xxth centuries.)

Beers, H. A.

History of English romanticism in the eighteenth century

Boyesen, H. H.

Essays on German literature

Contents: Goethe, Schiller. The romantic school in Germany

Cory, H. H.

Spenser, Thomson and romanticism. (In Modern language association. Publications)

34. Subject arrangement 1 (Based on the L.C. list)

a) Arrange a subject and its subheads, etc., in the following order:—

- (1) Subject without division. Subarrange by main entry (cf. Rule 33).
- (2) Form and subject divisions. Arrange alphabetically by division.
- (3) Period divisions. Arrange chronologically.

Phrase period divisions, e.g., U.S.—HISTORY—REVOLUTION, U.S.—HISTORY—CIVIL WAR are arranged chronologically and not alphabetically. Inclusive periods file before subordinate periods.

Under LANGUAGE AND LITERATURE subjects, such subheads as FRENCH LANGUAGE—OLD FRENCH, GERMAN LITERATURE—EARLY MODERN (TO 1700) are regarded as period divisions.

The divisions ANCIENT, MEDIEVAL, RENAISSANCE and MODERN are treated as adjectival inversions and not as period divisions, except when used as a subdivision under HISTORY, and are filed in group 6 below.

- (4) Special divisions. (See Preliminary note 8) Arrange alphabetically.
- (5) Geographical divisions. Arrange alphabetically.

Inverted subject headings formed with a racial or linguistic adjective, e.g., ART, AMERICAN (ENGLISH, ITALIAN, etc.) are not regarded as geographical divisions, but are included in group 7 below.

- (6) Subject followed by a parenthetical term denoting *limitation* (cf. Prelim. note 6a). Arrange, if more than one, alphabetically by parenthetical term.

Note: The Library of Congress is now filing a parenthetical subject before an inverted subject in all cases, even though this order brings together unconnected subjects, e.g., MASS (CANON LAW) and MASS (CHEMISTRY) and introduces an unrelated subject between a simple subject and the same subject with an inversion. An exception is made for the names of literatures followed by the parenthetical

terms (COLLECTIONS) and (SELECTIONS, EXTRACTS, ETC.), which subjects are filed before group 2 above.

- (7) Inverted subject headings. Arrange alphabetically by word following comma.

An inverted place name, e.g., AFRICA, NORTH, is to be regarded as a different subject and is to be arranged after all the groups of the general subject.

- (8) Phrase subject headings. Interfile alphabetically with titles and other headings beginning with the same word.

b) Arrange the further subdivisions of a subhead according to the above order.

ART

ART - BIBLIOGRAPHY

- CATALOGS

- HISTORY

- HISTORY - 19TH CENTURY

- HISTORY - 20TH CENTURY

- PERIODICALS

ART - BERLIN

- GREECE

- HUNGARY

- NEW YORK (CITY)

- U.S.

ART, AMERICAN

ANCIENT

BAROQUE

GREEK

MEDIEVAL

MUNICIPAL

ORIENTAL

Art, v.l- [title of a periodical]

Art, a commodity

ART AND MORALS

ART AND STATE

Art foliage

ART INDUSTRIES AND TRADE

ENGLISH LITERATURE

ENGLISH LITERATURE - BIBLIOGRAPHY

- TRANSLATIONS

- TRANSLATIONS FROM FRENCH

- TRANSLATIONS FROM GERMAN

- TRANSLATIONS INTO FRENCH

ENGLISH LITERATURE - OLD ENGLISH, *see* ANGLO-SAXON
LITERATURE

- MIDDLE ENGLISH (1100-1500)

- EARLY MODERN (TO 1700)

- 18TH CENTURY

- 19TH CENTURY

ENGLISH LITERATURE - CATHOLIC AUTHORS
- IRISH AUTHORS
- SCOTTISH AUTHORS
ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN
LITERATURE
- CANADA, see CANADIAN LITERATURE
- LANCASHIRE
- YORKSHIRE

LIFE
LIFE - ORIGIN
LIFE (BIOLOGY)
LIFE, ELIXIR OF, see ELIXIR OF LIFE
LIFE, FUTURE, see FUTURE LIFE
LIFE, SPIRITUAL, see SPIRITUAL LIFE
The life beyond
LIFE-BOATS
Life on the ocean wave
LIFE-SAVING

COOKERY
COOKERY - BIBLIOGRAPHY
- EARLY WORKS TO 1800
COOKERY (APPLES)
(CEREALS)
(OYSTERS)
COOKERY, AMERICAN
MEXICAN
MILITARY
SPANISH
COOKERY FOR INSTITUTIONS
COOKERY FOR THE SICK

WAR
WAR - CASUALTIES (STATISTICS, ETC.)
WAR - ECONOMIC ASPECTS
WAR - RELIEF OF SICK AND WOUNDED
WAR (INTERNATIONAL LAW)
WAR, ARTICLES OF, see MILITARY LAW
WAR, DECLARATION OF
WAR, MARITIME (INTERNATIONAL LAW)
WAR AND RELIGION
War of the worlds
WAR-SHIPS

AFRICA
- DESCRIPTION AND TRAVEL
- HISTORY
- STATISTICS
AFRICA, NORTH
AFRICA, SOUTH
- ANTIQUITIES
- HISTORY

- U.S. - HISTORY
- U.S. - HISTORY - BIBLIOGRAPHY
 - DRAMA
 - SOURCES
- U.S. - HISTORY - COLONIAL PERIOD
 - COLONIAL PERIOD - FICTION
 - COLONIAL PERIOD - KING WILLIAM'S WAR, 1689-1697
 - COLONIAL PERIOD - QUEEN ANNE'S WAR, 1702-1713
 - COLONIAL PERIOD - FRENCH AND INDIAN WAR, 1755-1763
 - REVOLUTION
 - REVOLUTION - CAMPAIGNS AND BATTLES
 - REVOLUTION - CAUSES
 - REVOLUTION - REGIMENTAL HISTORIES
 - 1783-1865
 - CONFEDERATION, 1783-1789
 - CONSTITUTIONAL PERIOD, 1789-1809
 - WAR OF 1812
 - 1815-1861
- U.S. - HISTORY, JUVENILE
 - , LOCAL
 - , MILITARY
 - , NAVAL

35. Subject arrangement 2 (Simplified order)

- a) Arrange a subject, its subheads, etc., in the following order: —
- (1) Subject without subdivision.
 - (2) Form, subject and geographical subdivisions, inverted subject headings, and subject followed by a parenthetical term interfiled in one alphabet, disregarding punctuation.

Note: Libraries adopting this arrangement will find it desirable to adopt also a uniform method of punctuation in the headings, either a period or a dash. This is illustrated in the examples below.

- (3) Period divisions, arranged chronologically.

ALTERNATIVE: Period divisions, except those under such subheads as HISTORY, POLITICS AND GOVERNMENT, FOREIGN RELATIONS, may be filed alphabetically in group 2 above, if preferred. See example under ENGLISH LITERATURE below.

- (4) Phrase subject headings, interfiled with titles and other headings beginning with the same word.

- ART
- ART - AMERICAN
- ANCIENT
- BAROQUE
- BERLIN
- BIBLIOGRAPHY

- DECORATIVE
- EXHIBITIONS
- FRANCE
- GREEK
- HISTORY
- HISTORY. 19TH CENTURY
- HISTORY. 20TH CENTURY
- MEDIEVAL
- MUNICIPAL
- MUNICIPAL. BOSTON
- MUNICIPAL. EXHIBITIONS
- MUNICIPAL. NEW YORK (CITY)
- ORIENTAL
- U.S.

Art. v.l- [title of a periodical]

Art, a commodity

ART AND MORALS

Art foliage

ART INDUSTRIES AND TRADE

COOKERY

- COOKERY - AMERICAN
- APPLES
 - BIBLIOGRAPHY
 - CEREALS
 - HISTORY
 - MEXICAN
 - MILITARY
 - OYSTERS
 - SPANISH

COOKERY FOR INSTITUTIONS

ENGLISH LITERATURE

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE

- BIBLIOGRAPHY
- HISTORY AND CRITICISM
- IRISH AUTHORS
- LANCASHIRE
- PERIODICALS
- SCOTTISH AUTHORS
- YORKSHIRE

ENGLISH LITERATURE - OLD ENGLISH, see ANGLO-SAXON LITERATURE

- MIDDLE ENGLISH (1100-1500)
- EARLY MODERN (TO 1700)
- 19TH CENTURY
- 20TH CENTURY

ALTERNATIVE:

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE

- BIBLIOGRAPHY

d) Periodicals of the same title are arranged first by the place of publication and then by the date. The subtitle may be regarded if needed to distinguish between titles.

International review, an illustrated monthly journal.
La Crosse, Michigan
International review. London, 1889
International review. London, 1913-
International review. N.Y.
International review. Zurich

e) A periodical title used as an author entry is arranged after the entry of the periodical itself.

Power [a magazine]
Power
The second Power kink book
Power [title of a book by Lucke]
Review of reviews; monthly
Review of reviews
150 years ago
Review of reviews
Pittsburgh; a new great city

f) Inverted titles may be arranged in either of two ways. The alternative is recommended where the prevailing arrangement in the catalog is alphabetical.

- (1) File an inverted title before a longer running title beginning with the same word or phrase. Disregard an article preceding the inversion.

Personality, The family and
Personality, Integration of
Personality, Physical basis of
Personality culture
Personality plus

- (2) ALTERNATIVE RULE: Interfile an inverted title alphabetically with other titles beginning with the same word, disregarding both the punctuation and an initial article preceding the inversion.

Personality culture
Personality, The family and
Personality in boys
Personality, Integration of
Personality, Physical basis of
Personality plus

Note: Inverted titles should seldom be made, because the catch-word title alone (i.e., without the inverted part) or a corresponding subject entry or subject reference will usually meet all needs. The inverted part should be added only when the sense would be defec-

tive without it, or when the full title does not appear in the body of the card. The inverted titles used in the above example to illustrate the arrangement are unnecessary if the subject heading PERSONALITY has been used.

38. Numerical and chronological arrangement

See also Numerals at beginning of title (Rule 9); Subject arrangement: period subheads (Rules 35:a 3 and 36:a 3)

A numerical or a chronological arrangement, rather than an alphabetical, should be made when number or date distinguishes between entries, or headings, otherwise identical.

a) Numbered or dated series

- The American nation: a history. v.2
- Farrand, Livingston
- Basie of American history
- The American nation: a history. v.3
- Bourne, E. G.
- Spain in America
- More, Paul Elmer
- Aristocracy and justice: Shelburne essays, Ninth series
- More, Paul Elmer
- Shelburne essays. First series
- More, Paul Elmer
- Shelburne essays. Second series
- More, Paul Elmer
- Shelburne essays. Fourth series
- More, Paul Elmer
- Shelburne essays. Eighth series
- More, Paul Elmer
- ...Shelburne essays. Ninth series
- see his Aristocracy and justice
- More, Paul Elmer
- ...Shelburne essays. Eleventh series
- see his With the wits
- More, Paul Elmer
- With the wits; Shelburne essays, Eleventh series
- Atlantic readers. Primer
- Atlantic readers. Bk. 1, grade IV
- Atlantic readers. Bk. 3, grade VI
- Atlantic readers. Bk. 4, grade VII
- Atlantic readers. Bk. 6, grade VIII
- Bohlen lectures, 1891
- Huntington, W. R.
- Peace of the church
- Bohlen lectures, 1899
- Nash, H. S.
- Ethics and revelation

Bohlen lectures, 1925
Bell, W. C.
Sharing in creation

b) Conferences, congresses, etc.

American peace congress. 1st, New York, 1907
American peace congress. 3rd, Baltimore, 1911
American peace congress. 4th, St. Louis, 1913
Massachusetts. Constitutional convention. 1779-1780
Massachusetts. Constitutional convention. 1856
Massachusetts. Constitutional convention. 1917-1919

c) Regiments, brigades, etc.

U.S. infantry. 2d regt., 1791-
U.S. infantry. 11th regt., 1861-
U.S. infantry. 21st regt., 1899-1902
U.S. infantry. 315th regt., 1917-1919
U.S. infantry. 332d regt., Co. D, 1917-1919
Georgia infantry. 3d brigade
Georgia infantry. 4th brigade
Georgia infantry. Anderson's brigade
Georgia infantry. Doles-Cook brigade
Georgia infantry. 2d regt.
Georgia infantry. 8th regt.

d) Laws, statutes, etc.

Gt. Brit. Laws, statutes, etc.
Gt. Brit. Laws, statutes, etc., 1066-1087 (William I)
Gt. Brit. Laws, statutes, etc., 1509-1547 (Henry VIII)
Gt. Brit. Laws, statutes, etc., 1625-1643 (Charles I)

e) Legislatures

U.S. Congress
U.S. CONGRESS
U.S. Congress. Committee on the census
 . Conference committees, 1897
 . Conference committees, 1908-1909
 . House
 . HOUSE
 . House. Committee on agriculture
 . House. Committee on foreign affairs
 . Joint commission of agricultural inquiry
 . Joint committee on Muscle Shoale
 . Select joint committee on the Harriman
 geographic code system
 . Senate
 . Senate. Committee on appropriations
 . Senate. Committee on insular affairs
U.S. 1st Cong., 1789-1791. House
 2d Cong., 1st sess., 1791-1792
 41st Cong., 2d sess., 1869-1870

41st Cong., 3rd sess., 1870-1871
41st Cong., 3rd sess., 1870-1871. House
62d Cong., 1st sess., 1911
62d Cong., 1st sess., 1911. Senate

The above arrangement keeps an alphabetic order down to the point where the numbered Congresses begin and is recommended for that reason.

Appendix I

ADDITIONAL EXAMPLES

17:a. Forename entries. Arrangement 1 (Before surname)

Charles (forename)

Charles, archduke of Austria, see Karl, etc.
Charles, count of Angoulême, duke of Orléans, see
Charles d'Orléans
Charles, count of Valois
Charles, le Teméraire, duke of Burgundy
Charles II, duke of Lorraine
Charles V, emperor of Germany
Charles II, le Chauve, king of France
Charles IV, le Bel, king of France
Charles IX, king of France
Charles I, king of Great Britain
Charles, the Great, king of the Franks, see
Charlemagne
Charles, père

Charles (compound, etc., forenames)

Charles Alexander, duke of Lorraine
Charles Borromeo, Saint, see Carlo Borromeo, Saint
Charles d'Orléans
Charles de France, duke of Berry
Charles Emanuel I, duke of Savoy, see Carlo
Emanuele I, etc.
Charles, le Teméraire, see Charles, duke of
Burgundy (le Teméraire)
Charles Louis de Bourbon, duke of Parma
Charles Martel, mayor of the palace
Charles, the Bald, see Charles II, king of France
(le Chauve)
Charles, the Bold, see Charles, duke of Burgundy
(le Teméraire)
Charles, the Great, see Charlemagne

Charles (surname)

Charles, David

Charles (titles, etc.)

Charles
Charles Auchester, a novel
Charles the Second, a play

Mary (forename)

Mary, princeess of Great Britain
 Mary, princess royal of England and princess of Orange
 Mary, queen consort of George V
 Mary, queen consort of James V, king of Scotland
 Mary, queen consort of Louis XII, king of France
 Mary I, queen of England
 Mary II, queen of Great Britain
 Mary, queen of Scots, see Mary Stuart, queen of the Scots
 Mary, Saint, of Egypt
 Mary, Virgin

Mary (compound, etc., forenames)

Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
 Mary Clare, sister
 Mary de Lellis, sister. see Gough, Sister Mary de Lellis
 Mary Magdalene, Saint
 Mary, of Bethany, Saint
 Mary, of Magdala, see Mary Magdalene, Saint
 Mary of Modena, queen oonsort of James II
 Mary of St. Angela, mother
 Mary of the Visitation, sister
 Mary Stuart, queen of the Scots
 Mary Victor, sister

Mary (surname)

Mary, Albert
 Mary, Julee

Mary (titles, etc.)

Mary and Anna
 Mary Celeste (brig)
 Mary of Scotland, a play
 Mary Stuart, a play

Thomas (forename)

Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon
 Thomas, bp. of Marga
 Thomas, earl of Lancaster
 Thomas, Saint, apostle

Thomas (compound, etc., forenames)

Thomas à Becket, Saint, abp. of Cantorbury
 Thomas à Kempis
 Thomas, Anglo-Norman poet
 Thomas Aquinas, Saint
 Thomas Aquinas, sister
 Thomas Becket, Saint, see Thomas à Becket, Saint, etc.

Thomas Brabantinus, see Thomas, de Cantimpré
 Thomas, de Burton
 Thomas, de Cantimpré
 Thomas Kempis, see Thomas à Kempis
 Thomas, of Capua, cardinal

Thomaa, of Erceldoune, called the Rhymer
Thomas, of Kent
Thomas Spalatensis, archdeacon
Thomas, the Rhymer, see Thomas, of Erceldoune,
called the Rhymer
Thomas, von Imbroich
Thomas (surname)
Thomae, Abram Owen
Thomas, Samuel Bell
Thomas (compound surname)
Thomas-Caraman, Charles
Thomas de Saint Laurent, Raymond de
Thomas-San-Galli, Wolfgang Alexander
Thomas (titles, etc.)
Thomas A Becket, a tragedy
Thomas à Kempis and Walee
Thomas of Reading [anonymous classic]
Thomas von Kandelberg [anonymous classic]

18: Forename entries. Arrangement 2 (After surname)

Mary (surname)
Mary, Albert
Mary, Jules
Mary-Lafon, Jean Bernard Lafon, called¹
Mary (forenames, titles, etc.)
Mary [a title]
Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
Mary and Anna
Mary Celeste (brig)
Mary Clare, sister
Mary de Lellis, sister, see Gough, Sister Mary
de Lellis
Mary Feodorovna, empress consort of Paul I, emperor
of Russia
Mary Magdalene, Saint
Mary, of Bethany, Saint
Mary of St. Angela, mother
Mary of Scotland, a play
Mary of the Visitation, sister
Mary, princess of Great Britain
Mary, princess royal of England and princess of Orange
Mary, queen consort of George V
Mary, queen consort of James V, king of Scotland
Mary, queen consort of Louis XII, king of France
Mary I, queen of England
Mary II, queen of Great Britain
Mary, queen of Scots, see Mary Stuart, queen of
the Scots
Mary Rose Gertrude, sister
Mary, Saint, of Egypt

¹ If Rule 20:b is adopted, this compound surname will file with the forenames, titles, etc.

- Mary Stuart [a play]
 Mary Stuart, queen of the Scots
 Mary Tudor [a play]
 Mary Tudor, queen of England, see Mary I, queen
 of England
 Mary Tudor, queen of France, see Mary, queen consort
 of Louis XII, king of France
 Mary Victor, sister
 Mary, Virgin
 Thomas (surname)
 Thomas, Abram Owen
 Thomas, Samuel Bell
 Thomas (forenames, titles, etc.)
 Thomas A Becket [a play]
 Thomas à Becket, Saint, abp. of Canterbury
 Thomas à Kempis
 Thomas à Kempis and Wales
 Thomas, Aquinas, Saint
 Thomas, archdeacon of Spalato, see Thomas Spalatensis,
 archdeacon
 Thomas Balch library
 Thomas Becket, Saint, see Thomas à Becket, Saint,
 abp. of Canterbury
 Thomas, bp. of Marga
 Thomas Brabantinus, see Thomas, de Cantimpré
 Thomas-Caraman, Charles²
 Thomas Co., Georgia
 Thomas, de Burton
 Thomas, de Cantimpré
 Thomas de Saint Laurent, Raymond²
 Thomas, earl of Lancaster
 Thomas Edessenus, see Thomas, of Edessa
 Thomas family
 Thomas iron company
 Thomas Kempis, see Thomas à Kempis
 Thomas Margensis, see Thomas, bp. of Marga
 Thomas, of Capua, cardinal
 Thomas, of Edessa
 Thomas, of Erceldoune, called the Rhymer
 Thomas, of Kent
 Thomas of Reading [anonymous classic heading]
 Thomas, of Spalato, archdeacon, see Thomas
 Spalatensis, archdeacon
 Thomas, Saint, apostle
 Thomas-San-Galli, Wolfgang Alexander²
 Thomas Spalatensis, archdeacon
 Thomas, the Rhymer, see Thomas, of Erceldoune, called
 the Rhymer
 Thomas, von Imbroich
 Thomas von Kandelberg [anonymous classic heading]

² If Rule 20:a is adopted, this compound surname will file after the single surnames and before the forenames, titles, etc.

31. Place arrangement (Grouped order)

a) Three-group order

New York

Note: New York is treated as an exception in most libraries and, whether the general arrangement is a three-group order (Rule 31:a) or a two-group order (Rule 31:b), the nonofficial public institutions are interfiled with societies, organizations, titles, etc., and not with the official divisions under New York (City), New York (State), etc. (Cf. Rule 31:a 1, Note.)

New York (City) (Author)

Aqueduct commission
Board of water supply
Bureau of franchises
Charters
CHARTERS
Common council
Ordinances
Police dept.
POLICE DEPT
Public library

see New York. Public library in the
file of Institutions, etc.,
following.

Stock exchange

see New York. Stock exchange in the
file of Institutions, etc.,
following.

NEW YORK (CITY) (Subject)

- BIOGRAPHY
- CHARITIES
- HISTORY
- POLICE
- WATER SUPPLY

New York (colony)

Governor
Laws, statutes, etc.

- COMMERCE
- HISTORY

New York (county) District attorney's office

Registar
Surrogate's court

New York (state) (Author)

Adirondack survey
Chamber of Commerce

see New York. Chamber of commerce of
the state of New York in the
file of Institutions, etc.,
following.

Constitution
CONSTITUTION

Dept of health
 Forest commission
 Governor
 Industrial board
 Judicial council
 State library, Albany

see New York. State library in the
 file of Institutions, etc.,
 following.

Museum

see New York state museum in the
 file of Institutions, etc.,
 following.

University

NEW YORK (STATE) (Subject)

ANTIQUITIES

DESCRIPTION AND TRAVEL

HISTORY

New York (Institutions, titles, etc.)

New York [title of a poem]

New York academy of medicine

New York aquarium

New York. Bar of the city of New York

New York. Chamber of commerce of the state of New York

New York. Citizens

New York. City and country school

New York city council of political reform

New York collection of music

New York. College of the city of New York

New York county lawyers association

New York day by day

New York historical society

New York. Public library

New York society library

New York. State library, Albany

New York state museum

New York. Stock exchange

New York university

NEW YORK UNIVERSITY

NEW YORK UNIVERSITY. HALL OF FAME

New York. University club

United States (Author)

, appellant

, complainant

, petitioner

, plaintiff

. Agricultural adjustment administration

. Agriculture, Dept. of, see

. U.S. Dept. of agriculture

. Army

- . ARMY see entries in Subject file following.³
- . Army. A.E.F., 1917-1919
- . Army Air corps
- . Bureau of the census
- . Cavalry, see U.S. cavalry in the file of Titles, organizations, etc., following.
- . Cavalry school, Fort Riley, Kansas
- . Census, Bureau of the, see U.S. Bureau of the census
- . Census office, 6th, 1840
- . Census office, 7th, 1850
- . Congress (for arrangement under Congress see Rule 39:c)
- . Constitution
- . CONSTITUTION⁴
- . Dept. of agriculture
- . Forest experiment station, Southern, New Orleans
- . Forest service
- . Laws, statutes, etc.⁵
- . Navy dept.
- . Penitentiary, Atlanta, Ga.
- . Sugar equalization board, see United States sugar equalization board in the file of Titles, organizations, etc. following
- . Treaties (arr. by date in heading)
- . War Dept.

UNITED STATES (Subject)

- AGRICULTURE, see AGRICULTURE - U.S.
- ANTIQUITIES
- ARMY
- ARMY - CAVALRY
- ARMY - HISTORY
- ARMY - INFANTRY
- BOUNDARIES
- CLAIMS VS GREAT BRITAIN
- CONSTITUTION, see entries in Author file preceding.
- FOREIGN RELATIONS
- FOREIGN RELATIONS (arr. by form divisions)
- FOREIGN RELATIONS (arr. by period divisions)
- FOREIGN RELATIONS (arr. by country divisions)

³ Subject entries for U.S.-Army and U.S.-Navy are probably better in the Subject file but may be kept in the Author file, if preferred.

⁴ Subject entries for U.S.-Constitution may be put in the Subject file, if preferred.

⁵ When entries are numerous, subarrange by subject of the laws, which may be included in the heading or at the upper-right corner of the cards.

- HISTORY (for subarr. see example under Rule 35)
- NAVY
- RELATIONS (GENERAL) WITH CHINA
- RELATIONS (GENERAL) WITH FRANCE

United States (Institutions, titles, etc.)

United States abridged life tables
 U.S. air service [a periodical]
 United States album
 United States conference of mayors
 United States housing corporation
 United States-Mexican commission
 United States naval institute, Annapolis
 United States navy [a title]
 U.S. official pictures of the war
 United States sanitary commission
 United States steel corporation
 United States sugar equalization board
 U.S. tax cases

32. Place arrangement (Alphabetic order)

New York [title of a poem]⁶
 New York academy of medicine
 New York. Agricultural experiment station, Geneva
 New York almanacs
 New York aquarium
 New York association for the blind
 New York. Bar of the city of New York
 New York. Bar of the state of New York
 New York (battleship)
 New York. Bellevue hospital
 New York. Board of trade and transportation
 New York botanical garden
 New York cavalry. 10th regt.
 New York. Chamber of commerce of the state of New York
 New York. Citizens
 New York (City)
 NEW YORK (CITY)
 NEW YORK (CITY) - AMUSEMENTS
 NEW YORK. CITY AND COUNTRY SCHOOL
 NEW YORK (CITY) - BIOGRAPHY
 New York (City) Board of education
 New York city boys
 NEW YORK (CITY) - CHARITIES
 New York (City) Charters
 New York (City) Common council
 New York city council of political reform
 NEW YORK (CITY) - WATER SUPPLY
 New York. Civic repertory theatre
 New York collection of music
 New York. College of physicians and surgeons

⁶ Cf. Rule 24: b 4.

New York. College of the city of New York
New York. Collegiate church
New York (Colony)
NEW YORK (COLONY) - COMMERCE
New York (Colony) Governor
New York (Colony) Laws, statutes, etc.
New York. Cotton exchange
New York (County) Court house
New York county lawyers association
New York (County) Surrogate's court
New York day by day
New York historical society
New York. Public library
New York school of social work
New York. Sing Sing prison, Ossining
New York society library
New York (State)
New York (State) Adirondack survey
NEW YORK (STATE) - ANTIQUITIES
New York (State) Constitution
NEW YORK (STATE) CONSTITUTION
New York (State) Dept. of health
NEW YORK (STATE) - HISTORY
NEW YORK (STATE) - HISTORY - COLONIAL PERIOD
NEW YORK (STATE) - HISTORY - REVOLUTION
NEW YORK (STATE) - HISTORY - CIVIL WAR
New York (State) Judicial council
New York. State library, Albany
New York. State library school, Albany
New York state library school association, inc.
New York state museum
New York (State) University
New York. Stock exchange
New York Times
New York. Union theological seminary
New York university
New York. University club
New York university. Hall of fame

United States
United States, appellant
United States, complainant
United States, plaintiff
UNITED STATES
United States abridged life table
U.S. Agricultural adjustment administration
U.S. - AGRICULTURE, see AGRICULTURE - U.S.
U.S. Agriculture, Dept. of, see U.S. Dept. of
agriculture
U.S. air service [a periodical]
United States album
U.S. - ANTIQUITIES
U.S. Army

- U.S. - ARMY
- U.S. Army. A.E.F., 1917-1919
- U.S. Army. Air corps
- U.S. - ARMY - CAVALRY
- U.S. ARMY - HISTORY
- U.S. - BOUNDARIES
- U.S. Bureau of the census
- U.S. CAVALRY, see U.S. ARMY. CAVALRY
- U.S. cavalry. 5th regt., 1855-
- U.S. Cavalry school, Fort Riley, Kan.
- U.S. - CENSUS
- U.S. Census, Bureau of. see U.S. Bureau of the census
- U.S. Census office, 6th, 1840
- U.S. Census office, 7th, 1850
- U.S. - CLAIMS VS GREAT BRITAIN
- U.S. - CLAIMS VS MEXICO
- United States conference of mayors
- U.S. Congress (for arr. of subdivision see example under Rule 39:c)
- U.S. Constitution
- U.S. CONSTITUTION
- U.S. CONSTITUTION - BIBLIOGRAPHY
- U.S. Constitution. 18th amendment
- U.S. Dept. of agriculture
- U.S. DEPT. OF AGRICULTURE
- U.S. Dept. of agriculture. Forest service, see U.S. Forest service
- U.S. - ECONOMIC CONDITIONS
- U.S. - FOREIGN RELATIONS
- U.S. - FOREIGN RELATIONS [form and country divisions interfiled]
- U.S. - FOREIGN RELATIONS [period divisions arr. chronologically]
- U.S. Forest experiment station, Southern, New Orleans
- U.S. Forest service
- U.S. Geological survey
- U.S. - HISTORY (for arr. of subdivision see example under Rule 36)
- United States housing corporation
- U.S. infantry. 63rd regt., 1917-1919
- U.S. Laws, statutes, etc.
- United States. Medical research laboratory, Mineola, L.I.
- United States merchant marine
- United States-Mexican commission
- United States-Mexico trade conference, 1st, Mexico (City), 1920
- United States naval institute, Annapolis
- U.S. NAVY
- United States navy [a title]
- U.S. Navy dept.
- U.S. official pictures of the world war
- U.S. Penitentiary, Atlanta, Ga.
- U.S. - RELATIONS (GENERAL) WITH CHINA

U.S. - RELATIONS (GENERAL) WITH FRANCE
United States sanitary commission
United States steel corporation
U.S. tax cases
U.S. War dept.

Appendix III

TABLE OF NUMERALS

	Danish	Dutch	French	German	Italian	Latin
1	en (cen)	een	un, une	ein	uno	unus, una, unum
2	to	twee	deux	zwei	duo	duo, duae, duo
3	tre	drie	trois	drei	tre	tre, tria
4	fire	vier	quatre	vier	quattro	quattuor
5	fem	vijf	cinq	fünf	cinque	quinque
6	seks	zes	six	sechs	sei	sex
7	syv	zeven	sept	sieben	sette	septem
8	otte	acht	huit	acht	otto	octo
9	ni	negen	neuf	neun	nove	novem
10	ti	tien	dix	zehn	dieci	decem
11	elleve	elf	onze	elf	undici	undecim
12	tolv	twaaif	douze	zwölf	dodici	duodecim
13	tretten	dertien	treize	dreizehn	tredici	tredecim
14	fjorten	veertien	quatorze	vierzehn	quattordici	quattuordecim
15	femten	vijftien	quinze	fünfzehn	quindici	quindecim
16	seksten	zestien	seize	sechzehn	sedici	sedecim
17	sytten	zeventien	dix-sept	siebzehn	diciasette	septemdecim
18	atten	achtien	dix-huit	achtzehn	diciotto	duodeviginta
19	nittten	negentien	dix-neuf	neunzehn	diciannovo	undeviginta
20	tyve	twintig	vingt	zwanzig	venti	viginti
21	en og tyve	een en twintig	vingt et un	ein und zwanzig	ventuno	viginti unus
30	tredive	dertig	trente	driessig	trenta	triginta
40	fyrretyve	veertig	quarante	vierzig	quaranta	quadraginta
50	halvtred-sindstve	vijftig	cinquante	fünfzig	cinquanta	quingquaginta
60	tresindstve	zestig	sioxante	sechzig	sessanta	sexaginta
70	halvfjerd-sindstve	zeventig	soixante-dix	siebzig	settanta	septuaginta
80	firsindstve	tachtig	quatre-vingt	achtzig	ottanta	octoginta
90	halvfem-sindstve	negentig	quatre-vingt-dix	neunzig	novanta	nonaginta
100	hundrede	honderd	cent	hundert	cento	centum
1000	tusinde	duizend	mille (mil) *	tausend	mille	mille
million		miljoen	million	million	milione	decies centena millia

* Mil is used in dates.

TABLE OF NUMERALS

	Norwegian*		Portuguese	Spanish	Swedish
1	ein, ei, elt	(en, ett)	um, uma	un, uno, una	en, ett, ene (a)
2	tvo	(to)	dois, dous, duas	dos	två
3	tri	(tre)	tres	tres	tre
4	fire		quatro	cuarto	fyra
5	fem		cinco	cinco	fem
6	seks		seis	seis	sex
7	sju	(syv)	sete	siete	sju
8	åtte	(otte)	oito	ocho	åtta
9	ni		nove	nueve	nio
10	ti		dez	diez	tio
11	elleve		onzo	once	elva
12	tolv		doze	doce	tolv
13	trettan	(tretten)	treze	trece	tretton
14	fjortan	(fjorten)	quatorze	catorce	fjorton
15	femtan	(fernten)	quinze	quince	femton
16	sekstan	(seksten)	dezesais	diez y seis	sexton
17	syttan	(syttien)	dezesete	diez y siete	sjutton
18	attan	(atten)	dezoito	diez y ocho	aderton
19	nittan	(nitten)	dezenove	diez y nueve	nittion
20	tjuge	(tyve)	vinte	veinte	tjugu (tjugo)
21	ein og tjuge (en og tyve)		vinte e um	veintiuno (veinte y uno)	tjuguen (tjuguet)
30	tretti	(tredve)	trinta	treinta	trettio
40	fyrti	(firti)	quarenta	cuarenta	fyrtio
50	femti		cincoenta	cincuenta	femtio
60	seksti		sessenta	sesenta	sextio
70	sytti		setenta	setenta	sjuttio
80	åtti	(otti)	oitenta	ochenta	attio
90	nitti		noventa	noventa	nittio
100	hundrød	(hunrede)	cem	cien, ciento	hundra
1000	tusund	(tusen)	mil	mil	tusen
million			milhão	millon	

* The numerals on the left belong to the "Landsmaal;" those in curves are the variations of the "Riksmål."

- | | | | |
|---|-----------------------------|--------------------------------|--|
| 1 Corinthians, 94 | Gospels and Acts, 77 | Matthew, 79 | 2 Maccabees, 68 |
| 1 Enoch, 75 A-Z | Gospels of infancy, 122 A-Z | Micha, 49 | 2 Peter, 114 |
| 1 Esdras, 62 | Habakkuk, 51 | Minor prophets, 43 | 2 Samuel, 19 |
| 1 John, 116 | Hagiographa, 14 | Nahum, 50 | 2 Thessalonians, 102 |
| 1 Kings, 21 | Hebrews, 109 | Nehemiah, 27 | 2 Timothy, 106 |
| 1 Maccabees, 67 | Heptateuch, 3 | New Testament, 76 | Song of Solomon, 35 |
| 1 Peter, 113 | Hexateuch, 4 | Numbers, 9 | Song of the Three Holy Children, 71 |
| 1 Samuel, 18 | Historical books, 11 | Obadiah, 47 | Testament of Abraham, 75 A-Z |
| 1 Thessalonians, 101 | History of Sussanna, 64 | Octateuch, 2 | Testament of Job, 75 A-Z |
| 1 Timothy, 105 | Hosea, 44 | Odes of Solomon, 75 A-Z | Testaments of the three patriarchs, 75 A-Z |
| Five scrolls, 15 | Isaiah, 38 | Old Testament, 1 | Testaments of the 12 patriarchs, 75 A-Z |
| 4 Ezra, 75 A-Z | James, 111 | Pastoral epistles, 103 | Thessalonians, 100 |
| 4 Maccabees, 75 A-Z | Jeremiah, 39 | Pentateuch, 5 | 3 Enoch, 75 A-Z |
| Galatians, 96 | Job, 31 | Peter, 112 | 3 John, 118 |
| Genesis, 6 | Joel, 45 | Philemon, 108 | 3 Maccabees, 75 A-Z |
| Gospel according to the Hebrews, 122 A-Z | Johannine literature, 83 | Philippians, 98 | Timothy, 104 |
| Gospel of Nicodemus, 122 A-Z | John, 84 | Poetical books, 30 | Titus, 107 |
| Gospel of Peter, 122 A-Z | Jonah, 48 | Prayer of Manasses, 69 | Tobit, 72 |
| Gospel of Pseudo-Matthew, 122 A-Z | Joseph and Asenath, 75 A-Z | Prophets, 36 | Transitus Mariae, 122 A-Z |
| Gospel of the infancy according to St. Peter, 122 A-Z | Joshua, 12 | Protevangelium Jacobi, 122 A-Z | Wisdom literature, 29 |
| Gospel of the twelve apostles, 122 A-Z | Jude, 119 | Proverbs, 33 | Wisdom of Solomon, 73 |
| Gospels, 78 | Judges, 13 | Psalms, 32 | Zachariah, 54 |
| Gospels (Apocryphal books) 122 A-Z | Leviticus, 8 | Psalms of Solomon, 75 A-Z | Zephaniah, 52 |
| | Logia Iesou, 122 A-Z | Rest of Esther, 70 | |
| | Luke, 82 | Revelation, 120 | |
| | Luke and Acts, 81 | Romans, 92 | |
| | Major prophets, 37 | Ruth, 16 | |
| | Malachi, 55 | Samuel, 17 | |
| | Mark, 80 | 2 Chronicles, 23 | |
| | | 2 Corinthians, 95 | |
| | | 2 Enoch, 75 A-Z | |
| | | 2 John, 117 | |
| | | 2 Kings, 22 | |

CANONICAL ARRANGEMENT

The order is that of the English authorized version with insertion of the names of groups of books before the first book in the group

- | | | | |
|----------------------|------------------|-----------------------|--------------------|
| 1. Old Testament | 14. Hagiographa | 28. Esther | 39. Jeremiah |
| 2. Octateuch | 15. Five scrolls | 29. Wisdom literature | 40. Lamentations |
| 3. Heptateuch | 16. Ruth | 30. Poetical books | 41. Ezekiel |
| 4. Hexateuch | 17. Samuel | 31. Job | 42. Daniel |
| 5. Pentateuch | 18. 1 Samuel | 32. Psalms | 43. Minor prophets |
| 6. Genesis | 19. 2 Samuel | 33. Proverbs | 44. Hosea |
| 7. Exodus | 20. Kings | 34. Ecclesiastes | 45. Joel |
| 8. Leviticus | 21. 1 Kings | 35. Song of Solomon | 46. Amos |
| 9. Numbers | 22. 2 Kings | 36. Prophets | 47. Obadiah |
| 10. Deuteronomy | 23. Chronicles | 37. Major prophets | 48. Jonah |
| 11. Historical books | 24. 1 Chronicles | 38. Isaiah | 49. Micah |
| 12. Joshua | 25. 2 Chronicles | | 50. Nahum |
| 13. Judges | 26. Ezra | | 51. Habakkuk |
| | 27. Nehemiah | | |

- | | | | |
|--|---|--|--|
| 52. Zephaniah | 69. Apocrypha.
Prayer of
Manasses | 81. Luke and Acts | 102. 2 Thessalo-
nians |
| 53. Haggai | | 82. Luke | |
| 54. Zechariah | | 83. Johannine
literature | 103. Pastoral
epistles |
| 55. Malachi | 70. Apocrypha.
Rest of Esther | 84. John | 104. Timothy |
| 56. Apocrypha and
Apocryphal
books | 71. Apocrypha.
Song of the
Three Holy
Children | 85. Acts, Epistles
and Revela-
tion | 105. 1 Timothy |
| 57. Apocrypha | | 86. Acts and Epis-
tles | 106. 2 Timothy |
| 58. Apocrypha.
Baruch | 72. Apocrypha.
Tobit | 87. Acts | 107. Titus |
| 59. Apocrypha.
Bel and the
Dragon | 73. Apocrypha.
Wisdom of
Solomon | 88. Epistles and
Gospels,
Liturgical | 108. Philemon |
| 60. Apocrypha.
Ecclesiasticus | 74. Apocryphal
books | 89. Epistles and
Revelation | 109. Hebrews |
| 61. Apocrypha.
Esdras | 75. Apocryphal
books, A-Z
[Individual
apocryphal
books in al-
phabetical
order] | 90. Epistles | 110. Catholic
epistles |
| 62. Apocrypha.
1 Esdras | | 91. Epistles of
Paul | 111. James |
| 63. Apocrypha.
2 Esdras | | 92. Romans | 112. Peter |
| 64. Apocrypha.
History of
Susanna | | 93. Corinthians | 113. 1 Peter |
| 65. Apocrypha.
Judith | 76. New Testa-
ment | 94. 1 Corinthians | 114. 2 Peter |
| 66. Apocrypha.
Maccabees | 77. Gospels and
Acts | 95. 2 Corinthians | 115. Epistles of
John |
| 67. Apocrypha.
1 Maccabees | 78. Gospels | 96. Galatians | 116. 1 John |
| 68. Apocrypha.
2 Maccabees | 79. Matthew | 97. Ephesians | 117. 2 John |
| | 80. Mark | 98. Philippians | 118. 3 John |
| | | 99. Colossians | 119. Jude |
| | | 100. Thessalonians | 120. Revelation |
| | | 101. 1 Thessalo-
nians | 121. Apocryphal
books |
| | | | 122. Apocryphal
books, A-Z
[Individual
apocryphal
books in al-
phabetical
order] |

Appendix V

LIST OF THE RULES RECOMMENDED TO SMALL LIBRARIES. COMPREHENSIVE EXAMPLE.

It is recommended that libraries which require a simple arrangement adopt and check the rules listed below:—

- | | |
|------------|---|
| 1 | Basic rule |
| 2: a, c | Modified letters (umlaut, etc.) |
| 3: c | Ampersand |
| 4: a, b, d | Initials |
| 5 | Abbreviations |
| 6 | Elisions |
| 7 | Initial article |
| 8 | Punctuation marks |
| 9 | Numerals |
| 10: a | Words spelled in two ways |
| 11 | Hyphenated and compound words |
| 12 | Names compounded of two words |
| 13 | Names with a prefix |
| 14 | Oriental names |
| 15 | Names spelled differently (including Note) |
| 16 | Forenames (general rules) |
| 18 | Forename entries (Arrangement 2) |
| 19 | Surname entries |
| 20: b | Compound surnames |
| 21: b | Name of clan, family, etc. |
| 22: b | Firm names |
| 23 | Nobleman's title |
| 24: b | Order of entries (Alphabetic order) |
| 25 | Arrangement under author (general rules) |
| | 25: a (Works by the author) 1, 2, 3, 4, 5, 6, 7 (a) |
| | 25: b (Works about the author) |
| 27 | Corporate entries |

- 29 Bible (Alphabetic order) *See Note* following the example for a still more simple arrangement.
- 32 Place arrangement (Alphabetic order)
- 35 Subject arrangement (Alphabetic order) *See Note* following example for a still more simple arrangement.
- 36 *See also* references
- 37 Title arrangement *a, b, c, d, e, f*
- 38 Chronological and numerical arrangements

The entries in the following comprehensive example are arranged according to the simplest alphabetical order, except that personal surnames precede other entries beginning with the same word (*see Rule 24: b2*). Small libraries may prefer to interfile personal names also.

COMPREHENSIVE EXAMPLE

A B C book
 A. E. see Russell, George William
 A., F. P. see Adams, Franklin Pierce
 A.L.A. see American library association
 A.L.A. booklist
 À la mer
 Aagard, Carl Johann
 Abbot, Willis John
 Abbott, Albert
 Abbott, Miss E. C.
 Abbott, Edith
 'Abd al-Hamid II, sultan of the Turks
 'Abd al-Latif
 'Abd Allāh ibn Ahmad, called Ibn al-Baitar
 'Abd Allāh Sfer, pasha
 'Abd el-Halim Kararah, Muhammad
 Abdullah, Achmed
 A Beckett, Arthur William
 Abee, Fritz
 About face
 Abū al-'Alā
 Abū al-Fidā
 Abū Bakr ibn al-Tufail, Abu Ja'far
 Abū Sa'id
 Abucacim
 Abū'l 'Alā, see Abu al-'Alā
 Abūl-Fazl, mirza
 L'abuse en court
 R. Accademia dei Lincei, Rome
 ACCIDENTS
 1812; ein historischer roman [achtzehnhundert zwölf]
 American library association
 American library association, see also titles beginning
 A. L. A.
 American peace congress, 1st, New York, 1907
 American peace congress, 3rd, Baltimore, 1911

— — and ships and sealing wax
 Andersen, Hans Christian
 Anderson, Arthur
 Anderson, James
 Anderson's college, Glasgow
 Anderssen, Adolf
 Art, v.l - [title of a periodical]
 ART
 Brown, G.B. The fine arts
 ART
 Brownell, Baker. Art in action
 ART
 Thurston, C.H.P. Structure of art
 Art: a commodity
 Art age
 ART - American
 ART - Ancient
 Art and Mrs Bottle
 ART AND MORALS
 ART - BERLIN
 ART - BIBLIOGRAPHY
 ART - DECORATIVE
 Art foliage
 ART - FRANCE
 ART - GREEK
 ART - HISTORY
 ART INDUSTRIES AND TRADE
 ART - MUNICIPAL
 L'art romantique
 ART - U.S.
 Art weaving
 Atlantic readers. Primer
 Atlantic readers. Bk.1
 Atlantic readers. Bk.3
 Bible
 The Bible and its story
 Bible
 Die Heiligen Schriften
 Bible
 The Holy Bible... 1885
 Bible
 The Holy Bible... 1904
 Bible
 La Sainte Bible
 Bible
 The Scofield reference Bible
 BIBLE
 BIBLE AND SCIENCE
 BIBLE - ANTIQUITIES
 Bible as literature
 Bible beautiful
 BIBLE - BIBLIOGRAPHY
 A bible for freshmen

Bible music
Bible. N.T.
Bible. N.T. Gospels
Bible. O.T.
BIBLE. O.T.
Bible. O.T. Amos
Bible. O.T. I Chronicles
Bible. O.T. II Chronicles
Bible. O.T. Daniel
BIBLE. O.T. DANIEL
BIBLE. O.T. - HISTORY
Bible. O.T. Pentateuch
Bible. Paraphrasee
Bible plays [a title]
Bible. Selections
BIBLE - VERSIONS
Bibliothèque d'anthologie
Bibliothèque d'histoire
Bibliothèque de la révolution
Bohlen lectures, 1899
Nash, H.S. Ethics and revelation
Bohlen lectures, 1925
Bell, W.C. Sharing in creation
Böök, Fredrik
Book, William Frederick
The book about aircraft
BOOK-BINDING, see BOOKBINDING
BOOK COVERS
A book of garden flowers
BOOKBINDING
BOOKBINDING, see also BOOK COVERS
Bookbinding and the care of books
BOOKBINDING - EXHIBITIONS
BOOKBINDING - GREAT BRITAIN
BOOKBINDING - HISTORY
Bookbinding leather committee
BOOKBINDING - MOHAMMEDAN
BOOKBINDING - U.S.
The Bookman. London [a periodical]
The Bookman; a review of books and life. New York
The Bookman; an illustrated literary journal. New York
The Bookman
Robert Louis Stevenson
The Bookman anthology of essays
The bookman's manual. 1935
The bookman's manual. 1928
BOOKS
Books; a weekly review
Books about books
Boy Scouts
BOYCOTT
BOYS' CLUBS
Boy's King Arthur

Boys of '76
 Brown, Capt
 Brown, Mrs
 Brown, A. G.
 Brown, Albert
 Brown, John
 Brown, John, pseud.
 Brown, Sir John
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 Brown brothers and company
 Brown county almanack
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 Catharine Frances, sister
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 Catharine Howard, queen consort of Henry VIII
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Concord antiquarian society

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Concord daya

CONCORD, MAINE

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Concord, Mass. Trinity church

Concord, N.H.

Concord, N.H. Public library

Concord railroad corporation

CONCORD RIVER

CONCORD SCHOOL OF PHILOSOPHY

Concord, Tenn. Farragut school

Cooperative marketing

Co-operative movement

De la terre á la lune

De libris

Defoa, Danial

De la Roche, Mazo

Delarue, A. O.

De La Rue, Warren

Delarue-Mardrus, Lucie

Delaware

Del Mar, Alexander

Dem dichter in der fernen bild geblieben [initial article
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Eine von zu vielen [numeral]

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Adventures among books

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Lang, Mrs Leonora Blanche

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Lang, Andrew

Homer and the epic

Lang, Andrew, tr.

Homerus

Iliad

- Lang, Andrew
The Maid of France
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- Lang, Andrew
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THE MAKING OF RELIGION
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- Lang, Andrew
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Muenschner, Joseph

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Mugdan, Martin

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Mulcahy, William Francis

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Müller, Adam

Muller, Adam L.

Müller, Carl Otto

Müller, Max

Münchener bienen-zeitung

New Amsterdam

NEW ENGLAND

New York academy of medicine

New York. Agricultural experiment station, Geneva

New York almanacs

New York (battleship)

New York cavalry. 10th regt.

New York (City)

New York (City) Board of education

NEW YORK (CITY) - CHARITIES

New York (City) Common council

New York city council of political reform

NEW YORK (CITY) - WATER SUPPLY

New York collection of music

New York. College of the city of New York

New York (Colony)

New York. Cotton exchange

New York (County) Court house

New York day by day

New York. Public library

New York school of social work

New York. Sing Sing prison, Ossining

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New York state museum

New York (State) University

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New York university

Newark, N.J.

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Cooper, J.F.

The pioneere. Philadelphia, Carey & Lea

_____ London, J.M.Dent

_____ New York, Sears

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Oppenheim, James

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Saint Mark's school, Southborough, Mass.

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St Paul, Henry

St Paul, Minn.

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Saintine

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San José, Diego

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Sanborn, Albert J.

Santa Fé

Santa Marina, Luys

Santagnello, M.

Shakespeare (Works by)

A piacer vostro (As you like it)

Apborisms from Shakespeare

As you like it (Ben Greet Shakespeare)

(Shakespeare's) As you like it, ed. by Cooper

(The comedy of) As you like it (Eclectic classics)

As you like it (New Temple Shakespeare)

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U.S. Congress. House
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U.S. Congress. Joint committee on Muscle Shoals
U.S. Congress. Office of legislative counsel
U.S. Congress. Senate
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U.S. Dept of agriculture
U.S. DEPT OF AGRICULTURE
U.S. Geological survey
U.S. - HISTORY
U.S. - HISTORY - BIBLIOGRAPHY
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- COLONIAL PERIOD - FICTION
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Washington Co., Ohio
Washington, D.C.
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Washington (State) State library, Olympia
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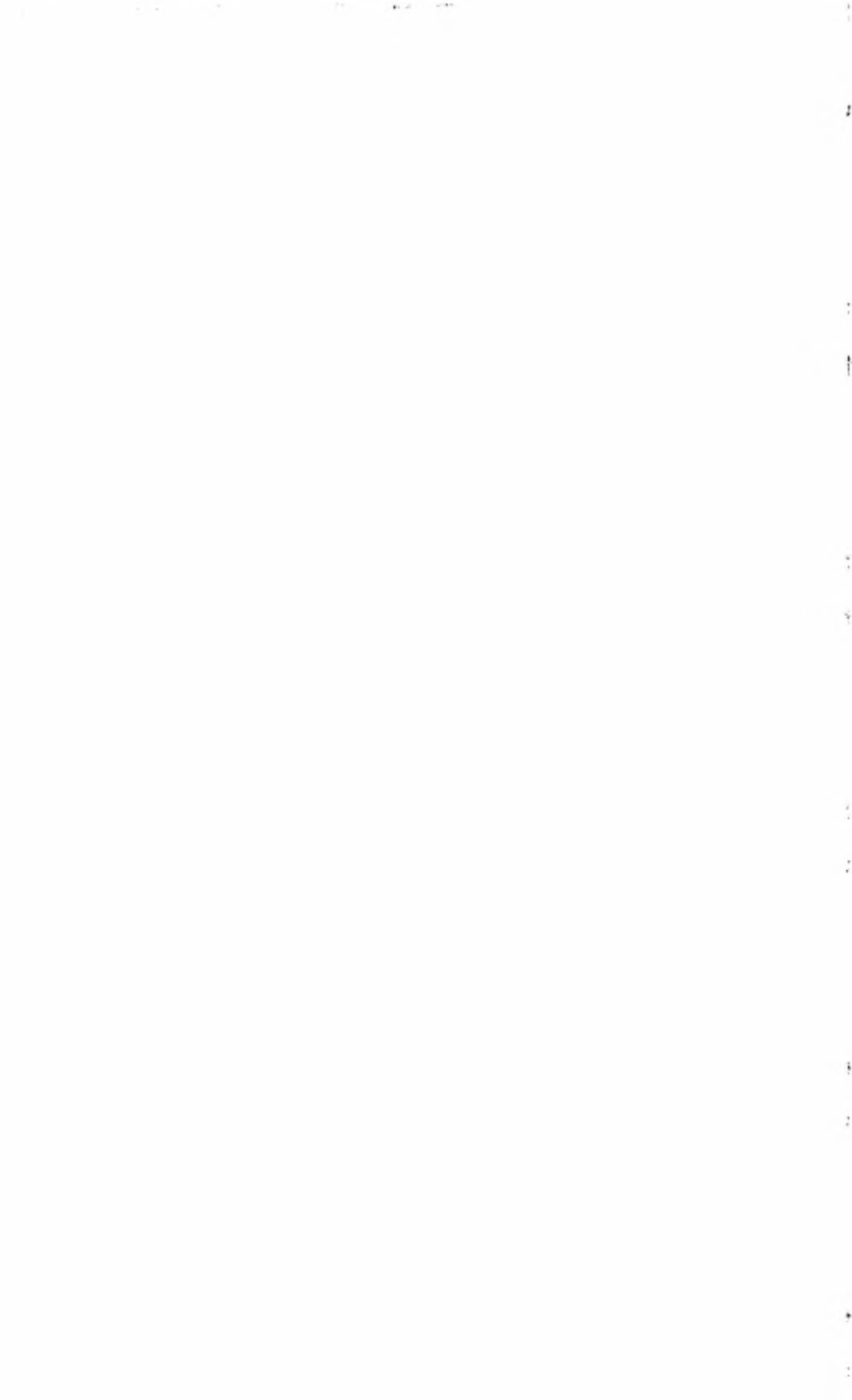
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